



SAFER RECRUITMENT POLICY

Rationale

This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education, September 2021'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

Recruitment and Selection Policy Statement

Ayscoughlee Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The Headteacher and Governors are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. We recognise that a motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the role is critical to the school's performance and fundamental to the delivery of a high quality service.

Purpose

To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner. To achieve this purpose, those responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

This policy applies to both staff and Governors responsible for and involved in the recruitment and selection of all employees. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing staff other than those to the leadership group.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure the most cost effective use is made of resources in the recruitment and selection process.

Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service.
- The job description and person specification are essential tools and will be used throughout the process.
- Employees will be recruited on the knowledge, experience and skills needed for the job.
- Selection will be carried out by a panel with at least two members but preferably with three.
- Selection will be based on a minimum of completed application form, short listing, interview, appropriate checks having been completed and satisfactory references.
- Monitoring and Evaluation are essential for assessing the effectiveness of the process.
- All posts will be advertised and the decision on how to advertise the post will rest with the Staffing Sub-Committee.

- All advertisements will carry a safeguarding statement.
- In line with the Equality Act (2010), the school will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability (this will apply to the entire recruitment process, from advertisement to appointment).

Pre-recruitment Process

Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants.
- Give successful applicants a clear understanding of the post and what is expected of them.
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

Application Form

A standard application form, produced by the school, will be used to obtain a common set of core data from all applicants.

The candidates must sign a declaration that:

They understand that the post is exempt from the Rehabilitation of Offenders Act 1974 and if appointed will be required to give consent for the school to check criminal record status through independent verification (e.g. Disclosure and Barring Service DBS). Personal information in the application form will only be used for the purposes of recruitment and selection and will be held and processed in accordance with UK Data Protection legislation and will be kept in strict confidence. Any offer of employment is subject to the school being satisfied with the outcome of these checks. They understand any appointment can only be confirmed once a DBS certificate, verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK and satisfactory references have been received by the School.

Job Description and Person Specification

An accurate job description is required for all posts.

A person specification, which is a profile of the necessary requirements for the post, is also required for all posts.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. References will be sought on candidates and will be obtained as far as possible before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

References 'to whom it may concern' are not acceptable.

Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Interview Panel

A minimum of two interviewers will form the interviewing panel, but preferably three.

The members of the panel will:

- Have the necessary authority to make decisions about appointments.
- Be appropriately trained, (one member of interview panel will ideally have undertaken the Safer Recruitment Training).
- Meet before the interviews to:
 - i. Reach a consensus about the required standard for the job to which they are appointing.
 - ii. Consider the issues to be explored with each candidate and who on the panel will ask those questions.

- iii. Agree their assessment criteria in accordance with the person specification.
- iv. Agree a standard set of questions in order to assess the candidates' suitability for the role. Where a candidate is known personally to a member of the selection panel, it will be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude towards children.
- His / her ability to support the school's agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history.
- Concerns or discrepancies arising from the information provided by the candidate and / or a referee.
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS Enhanced Disclosure.

Conditional Offer of Appointment: Pre-Appointment Checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of overseas checks where necessary
- Verification of qualifications
- Verification of professional status where required
- Verification of prohibition from teaching or management checks
- A check of DfE Barred list and a satisfactory DBS enhanced disclosure
- For teaching posts verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999).
- For non-teaching posts satisfactory completion of any probationary period.

DBS Certificates

The DBS Code of Practice states that a recruitment decision can only be made after having seen a physical copy of the applicant's DBS certificate. Therefore, until such time as the school has seen the original certificate, appropriate measures to safeguard children must be put in place as described in the *ISI Commentary on the Regulatory Requirements* and recorded in the single central register. The regulatory requirement for the single central register is that the 'date on which the certificate was obtained' is recorded. This should therefore be the date that the school saw the original certificate and not the issue date.

Advice will be sought if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

A barred list check is always needed if a DBS is not received before the start date, where a pre – existing DBS is accepted under the 3 month rule or where a pre-existing DBS check is accepted from a candidate who has subscribed to the DBS update service.

All checks will be:

- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- Recorded on the school's single central record database
- Followed up where they are unsatisfactory or there are discrepancies in the information provided where:
 - i. The candidate is found to be on DfE Barred List or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
 - ii. An applicant has provided false information in, or in support of, his/ her application; or,
 - iii. There are serious concerns about an applicant's suitability to work with children,

the school will seek advice regarding the process to follow. Referrals will be made to the police and / or the DfE Children's Safeguarding Operations Unit where necessary.

Post-Appointment Induction

There will be an induction programme including safeguarding for all staff newly appointed to the school, regardless of previous experience. All staff are made aware that the school and grounds are a non-smoking environment.

Temporary or Cover Staff

Where temporary or cover staff are employed directly by AHS, we will complete all relevant checks as for other employed staff. This will be recorded on the single central record.

Supply Agency Staff

Before taking on a member of supply staff provided by a supply agency, the school will ensure that the member of staff only begins to work when we have received written notification from the employment business that all the checks; identity, references, a check of previous employment history, enhanced disclosure, right to work in the UK, barred list/List 99, prohibition from teaching, prohibition from management, qualifications, overseas checks that we do on our staff have been undertaken by the agency in relation to that person and to the extent relevant to that person. That an enhanced criminal record check has been made by it or another employment business and a certificate has been received in response to that check. We would also ask if that certificate disclosed any information. **We would need a copy of any enhanced criminal record certificate obtained by an employment business, before the person is due to begin work at the school.**

We would only allow supply staff to work at school if the Headteacher/Governing body considers that person suitable for the work needed. A separate identity check of the person would be carried out by the school and recorded, to ensure they are the same person on whom the checks have been made. The DBS should have been obtained not more than 3 months before the date on which they are due to start school (except where in the *ISI Commentary on the Regulatory Requirements* Paragraph 19, sub paragraph 4 applies).

Volunteers

We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with AHS and, in so doing, provide us with much needed and valuable support. All volunteers that come into close contact or regular contact with children will be asked to complete a DBS Enhanced Disclosure Form. We have used the Regulation guidelines in defining regular contact as for 4 or more days within a 30 day period or once a week or more often.

The Headteacher will use her skills and knowledge to consider the suitability of the person volunteering their time and skills to the school. Under no circumstances will volunteers be allowed to work unsupervised with children until a satisfactory DBS Enhanced Disclosure has been obtained.

Visitors

Individuals working at school but employed by a third party e.g. nurse, psychologist should have been checked by their employing organisation. We would always ensure that they were expected and the correct paperwork had been carried out for them to be able to work with children. Identity would also be checked on arrival. Prevent requires that visiting speakers are suitable and appropriately supervised, we ensure this is the case at Ayscoughfee Hall School. Regular visitors have a DBS Enhanced Disclosure, other visitors are listed and a Risk Assessment on suitability completed, they will be accompanied when in school with children. Student teachers/ work experience pupils will have been checked by their university/school. **All visitors must have their identity checked when arriving at school, follow the school's sign in procedure and be given the appropriate coloured lanyard to be worn by the visitor at all times.**

Governors

Members of the Governing Body will need to obtain a DBS Enhanced Disclosure.

Contract Staff

All contract staff (i.e. caterers) must have a clean DBS certificate and barred list check if they are working at the School during the hours when the children are present. If application has been made for a DBS check, but the certificate has not yet been received, the onus is on the Headteacher to ensure that such staff do not pose a risk to children. Such staff must not start work until they have received a satisfactory DBS barred list check. Catering staff details are recorded on the single central register. An identity check will also be carried out by the School to confirm that the individual arriving is the individual that the contractor informed them would be arriving.

Occasional/Temporary Building Contractors

Children should not be allowed in areas where builders are working, for health and safety reasons, so these workers should have no contact with children. However the School will ensure that arrangements are in place with contractors, via the contract where possible, to make sure that if any of the contractors staff come into contact with children they undergo appropriate checks. For contractors who have the opportunity for regular contact with children they must be enhanced DBS checked. An identity check will also be carried out by the School to confirm that the individual arriving is the individual that the contractor informed them would be arriving. **Unchecked contractors should under no circumstances be allowed to work unsupervised**, the school is responsible for determining the appropriate level of supervision depending on the circumstances.

Equality, Diversity and Inclusion

AHS is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair as outlined in the Equality Act 2010. Recruitment and selection procedures will be reviewed on a regular basis to ensure that no applicant experiences harassment, less favourable treatment or discrimination within the learning environment because of their age; sex; any disability they may have; their ethnicity, colour or national origin; their gender; their religion or beliefs.

We value the diversity of individuals within our school and do not discriminate against anyone because of 'differences'. We believe that all our children matter and we value their families too. We give our children every opportunity to achieve their best by taking account of our children's range of life experiences when devising and implementing school policies and procedures.

We do not enquire about the specific health of an applicant for a job until a job offer has been made, unless the questions are specifically related to an intrinsic function of the work - for example ensuring that applicants for a PE teaching post have the physical capability to carry out the duties and establishing a teachers' general fitness and ability to teach as required by the Health Standards (England) Regulations 2003.

Monitoring and Review

This policy will be regularly reviewed by the Governing Body and updated in line with Ayscoughfee Hall School's Policy Schedule.

This policy must be read in conjunction with the following School Policies:

Equality Policy

Safeguarding & Child Protection Policy

Any reference to the word 'School' implicitly includes all its associated clubs/activities including Kids Club. This policy also applies to EYFS

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