



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 38 – Safer Recruitment

This policy was presented to the Governors' Staff, Finance and Premises committee on 5 October 2016 and will be ratified by the Full Governing Body on 25 January 2017.

The Full Governing Body is responsible for this policy. The person in the school who prepares the text of this policy for the Governors is the Headteacher.

It is reviewed annually.

### Introduction

This Recruitment and Selection Policy has been produced in line with current **DFE guidance** <sup>1</sup>. 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

*The 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 School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.*

### Responsibility

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 that are 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.

To ensure that the safeguarding and welfare of children and young people is taken into account at each stage of the process

To ensure a consistent and equitable approach to the appointment of all school staff.

To ensure adherence to all relevant equal opportunities legislation.

To ensure the recruitment and selection process is cost-effective.

### Scope

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

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 Senior Leadership Team.

## **Rationale**

The following principles are encompassed in this policy:

- All applicants will be treated fairly and equitably. The school is committed to providing equality of opportunity at all stages of recruitment and selection.
- The job description and person specification are essential tools and will be used throughout the process.
- Selection will be carried out by a panel, of whom at least one member will have received appropriate training on the safer recruitment and selection process as recommended by the DFE, and will be based on a completed application form, short listing and interview.
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

## **The process**

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. All those responsible for recruitment will work to ensure that all applicants have a positive experience through the selection process and that successful applicants gain a clear understanding of the post and what is expected of them. It is also important to reduce the risk of a poor appointment which may be expensive, cause line management problems in the future or not meet the school's commitment to safeguard children and young people.

We operate safe recruitment procedures, particularly pre-appointment checks on staff including Prohibition checks, list 99/barred checks, Disclosure and Barring Service (DBS) checks, but also pre-appointment checks on supply staff, volunteers, staff of contractors and other individuals that are not school staff. **Archbishop Tenison's High School** follows the Government's recommendations for the safer recruitment and employment of staff that work with children. The *Single Central Register (SCR)*, often referred to as the *Centralised Record*, is rigorously maintained. All employees and volunteers are checked in accordance with the full requirements of the SCR before starting work. Further details on the exact nature of checks for certain parties can be found below, including:

- Staff employed by another organisation including agency and third party staff
- Contractors
- Adults who supervise children on work experience

A standard application form will be used to obtain a common set of core data from all applicants. CVs will not be used.

An accurate job description and person specification, giving a profile of the necessary requirements for the post, will be provided for all posts.

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 all short listed candidates, including internal ones, before the interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at the interview. 'To whom it may concern' references will not be 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 an interview even if there is only one candidate.

The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of interview panel will have undertaken the training in accordance with DFE Safer Recruitment);
- meet before the interviews to reach a consensus about the required standard for the job to which they are appointing;
- consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- take all parts of the application and interview process into account when they make a decision about the appointment;
- be prepared not to make an appointment and re-advertise the post in the event of no suitable candidate having emerged through the process.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place.

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

- the candidate's attitude toward children and young people;
- 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; and ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Interview papers, notes and application forms will be kept centrally for one year following appointment.

## **Appointment Procedure**

The following checks are made before an appointment is confirmed.

1. Evidence of identity, including photographic I.D. of name, address and date of birth
2. Application form with checks on any gaps in employment and a record that the reasons for any gaps are satisfactory
3. Number and date of DBS or barred list check (the 'disclosure' itself should normally be destroyed within 6 months, except in the case of supply staff)
4. A prohibition order check for teaching staff

5. Two references requesting referees to give any reason why the applicant should not be employed for work with children; if a reference is taken over the telephone, detailed notes should be taken, dated and signed
6. Evidence of qualifications in the UK (if relevant)
7. Medical clearance
8. Evidence of permission to work (for any member of staff who is not a national of a European Economic Area (EEA) country)
9. Evidence of checks provided by another country for an applicant who has worked abroad (if applicable)
10. Interview with written record of outcome

**The procedure also includes:**

1. Informing applicants that any previous employer may be contacted;
2. Following up references with telephone calls where this is considered desirable;
3. Making contact with the school at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving);
4. Making clear that checks must be completed before an appointment can be confirmed.

All these checks for newly appointed staff are recorded on the Central Register.

Senior staff will complete online training for Safer Recruitment in Education. This must be completed again every three years. The training is available from NSPCC: [www.nspcc.org.uk](http://www.nspcc.org.uk).

All volunteer helpers and contractors working regularly during term time are also vetted.

The Local Authority's Human Resources will liaise with the School in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process. All checks will be confirmed in writing; 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 central record database; and followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where the candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or an applicant has provided false information in, or in support of, his/her application; or there are serious concerns about an applicant's suitability to work with children, these facts must be reported to the police and/or the DFE Children's Safeguarding Operations Unit. The school will liaise with London Borough of Croydon Human Resources if this should be the case.

**Post Appointment Induction**

An appropriate induction programme will be arranged for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience.

Policy Reviewed and Signed by:

Date: October 2016

Headteacher



Mr Richard Parrish

Chair of Governors



Mr Richard Mash