



PARK HIGH SCHOOL

RECRUITMENT POLICY

(Incorporating Safer Recruitment & Volunteer Checks)

Reviewed by: Staffing Committee Spring Term 2018

Approved by: Governing Body

Date of Next Review: Spring Term 2019

Recruitment Policy - Updates

The following amendments have been made:

This policy has been cross referenced with the 2016 “Updated guidance and new legal obligations for safeguarding”.

Reference has been made to the statutory guidance “Keeping children safe in education” (September 2016).

Adoption of new GDPR Compliant Documentation for the Recruitment and Selection Process.

All red text within the policy is new.

1. Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality policy.

We will ensure that people are treated solely on the basis of their abilities and potential regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender assignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.

We will ensure compliance with the Data Protection regulations and the more stringent requirements contained within the General Data Protection Regulations (GDPR). The GDPR encompasses the core principles of the DPA and provides more onerous responsibility and accountability for fair and transparent processing. Our general Privacy Statement provides specific details in accordance with the GDPR principles and can be found on the school website.

2. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants
- deter prospective applicants who are unsuitable for work with children and young people
- identify and reject applicants who are unsuitable to work with children and young people
- ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE),

3. Delegation of Appointments and Constitution of Appointment Panels

The power to offer employment for all posts below the level of Assistant Head is delegated to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.

The Headteacher is expected to involve at least one governor in the appointment of a member of the Senior Leadership Team.

Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. Members of SLT, the Governing Body, the HR Officer and Middle Managers received Safer Recruitment training in April 2017.

4. Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

- ensure compliance with the statutory guidance “Keeping Children Safe in Education (September 2016)
- ensure compliance with any guidance provided by the Harrow LSCB
- ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by completing all necessary pre-employment checks

5. Information for Applicants

Advertisements for posts, whether in newspapers, journals or on-line will include the following statement:

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- Application form. CVs will not be accepted
- A description of the School relevant to the vacant post.
- **Reference to the School's policy on Equality (school website)**
- **Reference to the Child Protection/Safeguarding Policy (school website)**
- **Reference to the School's Recruitment Policy**
- DBS and other pre-employment checks required.
- **A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.**
- The closing date for the receipt of applications.
- An outline of the terms of employment including salary.

6. Recruitment and Selection Procedure

All applicants for employments will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete applications will be returned to the applicant where the deadline for completed applications has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted applicants.

Shortlisted applicants will be invited to attend for a face-to-face interview at which her/his relevant skills and experience will be discussed in more detail. Applicants will be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the interview panel
- declare any information that is likely to appear on a DBS disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people
- demonstrate their mental and physical fitness to carry out their work responsibilities

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date

- the receipt of two references (one of which must be from the applicant's most recent employer), both of which the school considers satisfactory
- receipt of a satisfactory disclosure from the Disclosure and Barring Service
- satisfactory pre-employment health screening.

All support staff appointments are subject to a 6th month probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the school is four weeks. The school also reserves the right to extend this probationary period should it deem this necessary.

7. References/ Pre-Employment Checks/ Offer of Employment/Induction

References will be taken up on shortlisted applicants prior to interview unless otherwise stated on application form.

The school will only accept references obtained directly from the referee on the official form with all sections completed or an original signed academic reference, e.g. from a university tutor. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

References will be compared with the information given on the application forms and any discrepancies or inconsistencies will be taken up with the applicant before any appointment is confirmed.

If the field of applicants is felt to be weak the post may be re-advertised.

All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. All references will be asked whether they believe that the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children and young people. In addition, if the referee is a current or previous employer, they will be asked to confirm the following:

- the applicant's dates of employment, salary, job title and duties, reason for leaving, **performance history** and disciplinary records
- **the referee's relationship with the candidate**
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children and young people (including any in which the disciplinary sanction has expired)
- the applicant's suitability for working with children and young people
- the applicant's suitability for the post.

We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties' subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and if taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state , a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend. **The successful**

applicant will be informed, normally by letter, that the appointment is subject to satisfactory completion of these checks.

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

Dealing with convictions

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Successful applicants will be required to provide the following evidence of identity, address and qualifications:

- photographic proof of identity, i.e. current passport or photo card driving licence
- proof of eligibility to live and work in the UK
- further documentation to complete the DBS check, i.e. any two documents from the following list: utility bill, bank or building society statements (from different sources and less than 3 months old) showing their name and current address; original birth or marriage certificate; old style paper driving licence; council tax statement (less than 12 months old) or a letter from a government agency, e.g. Inland Revenue, Student Loan Company, Local Authority, etc. or other documentation acceptable to the DBS.
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)
- original copies of educational and professional qualifications referred to in their application form

Where a candidate claims to have changed her/his name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) she/he will be required to provide documentary evidence of the change.

All successful applicants will be required to complete a DBS application and receive satisfactory clearance.

All new members of staff will be required to take part in an induction programme. The programme will clearly identify the school's policies and procedures including Child Protection and Safeguarding and make clear the expectations and codes of conduct which govern how staff carry out their roles.

8. Single Central Record and Personnel File

The school will maintain a Single Central Record of safeguarding/employment checks for staff, volunteers and Governors in accordance with Keeping Children Safe in Education.

The record includes:

- confirmation that address and date of birth have been checked
- confirmation that identity checks have been completed
- confirmation that evidence of the right to work in the UK has been checked
- Confirmation that qualifications have been checked
- **Details of Barred List checks (if in regulated activity) DBS checks/Enhanced Checks, including dates and numbers**

The school only uses staff from supply agencies, contractors etc., who have registered staff with the DBS. Details of the checks will be recorded on the Single Central Record. **The School requires confirmation that these checks have been completed before employees of the agency/contractor can commence work at the School and will independently verify the identity of staff supplied by agencies and contractors.**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the School including:

- **Application form – signed by the applicant**
- **Interview notes – including explanation of any gaps in the employment history**
- **References – minimum of 2**
- **Proof of identity**
- **Proof of right to work in the UK**
- **Proof of relevant academic qualifications**
- **Certificate of Good Conduct (where applicable)**
- **Evidence of medical clearance from the Occupational Health service**
- **Evidence of DBS clearance, barred list and teacher prohibition checks**
- **Offer of employment letter and signed contract of employment**

All personal files will be retained for **6 years following the termination of their employment** with the school, **unless they have an allegation of a child protection nature against them including where the allegation is unfounded, then the file will be retained until the person's normal retirement age or 10 years from the date of the allegation whichever is the longer then review.**

Recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

9. Trainee/student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

10. Governors

All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if working in regulated activity.

11. Volunteers

DBS checks for Volunteers

The only check specifically mentioned for volunteers in the statutory safeguarding guidance, Keeping Children Safe in Education, is Disclosure and Barring Service (DBS) checks.

An enhanced DBS check with barred list information will be needed for unsupervised volunteers who teach or look after pupils regularly, or provide personal care on a one-off basis. These volunteers are considered to be in 'regulated activity'.

Supervised volunteers who regularly teach or look after children are not in regulated activity. Schools may obtain an enhanced DBS check without barred list information for volunteers who are not in regulated activity, but have the opportunity to come into contact with children on a regular basis.

For volunteers who are not engaging in regulated activity, schools should do a risk assessment and use their judgement to decide whether to seek an enhanced DBS check.

References for Volunteers

We will seek references for volunteers, especially if they will be working with pupils on a regular basis. However, there is no legal requirement to seek references for volunteers.

Volunteers who have lived or worked abroad

We will do any additional checks we consider appropriate. While there is no specific requirement to do this for volunteers, it is "prudent" to do additional checks, especially if they will be working directly with pupils. Recommended checks - criminal records check or certificate of good conduct.

Right to work in the UK

Employers must check right to work in the UK for all potential employees.

Qualifications for Volunteers

There is no specific need to check qualifications for volunteers, unless these were necessary for the volunteering role.

12. Rehabilitation of Offenders Act

All positions within Park High School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check. Park High School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.