

## ALAMEDA MIDDLE SCHOOL



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## SAFER RECRUITMENT POLICY

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## 1. AIMS AND OBJECTIVE

The aims of the Safer Recruitment Policy are to help, deter, reject or identify people who may abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The aims of the school's Safer Recruitment Policy are as follows:

- i. to ensure 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 and Diversity policy
- ii. to 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, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- iii. to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2018 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- iv. to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- v. to 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 as outlined in School's Data Protection Policy and Privacy Statement which can be found at [www.alamedamiddleschool.org.uk](http://www.alamedamiddleschool.org.uk)

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's



abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2018 and Prevent Duty Guidance).

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

## 2. GOVERNORS

The Governing Body of the school is responsible for ensuring there are effective policies and procedures in place to ensure recruitment of all staff and volunteers at Alameda Middle School is in accordance with DfE guidance and legal requirements.

At Alameda Middle School our Governing Body strives to ensure that staff recruitment is safe and fair, and the Governing Body continues to monitor this aspect of the school's Recruitment Policy alongside legal and statutory compliance.

## 3. HEAD TEACHER

The Head Teacher will assist the Governing Body in ensuring that staff recruitment is safe, fair and compliant.

The Head Teacher will ensure appropriate checks have been carried out on staff, volunteers, contractors and agencies working within the school.

The Head Teacher is responsible for ensuring that appropriate supervision of employees/volunteers is organised, where necessary, and for promoting the safety and wellbeing of pupils generally and throughout this process.



## 4. PROCESS OF RECRUITMENT

### Inviting applications – advertisements

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.

All advertisements for posts, will include the following statements:

*“Alameda Middle School is committed to safeguarding and promoting the welfare of the children and young people and required all staff and volunteers to share and demonstrate this commitment”*

*“The successful candidate will have to meet the requirement of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references”.*

### Information for candidates

All applicant for all vacant posts will be provided with:

- A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School and a person specification.
- An application form. CVs will not be accepted.
- Information pack containing:
  - a statement outlining Alameda Middle School’s commitment to safeguarding and promoting the welfare of children.
  - a copy of the advertisement.
  - A brief outline of the school, its values and aims.
  - An application form – to assist with fair comparisons between applicants.
  - This will also include a section for references to be recorded, one of which should be the candidate’s most recent employer.



- Reference to the School's policy on Equality and Diversity.
- Reference to the Child Protection/Safeguarding Policy.
- The closing date for the receipt of applications
- An outline of the terms of employment including salary
- Reference to the School's policy on recruitment and selection

### Identification of the Recruitment Panel

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. In addition, at least one member will have undertaken general recruitment or equalities training.

### Shortlisting and Reference Requests

- The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. Candidates who are shortlisted should meet all the essential aspects of the person specification requirements. This process will be as systematic as possible and all selectors will read through all applications, each creating their own shortlist. These will be collated and discussed between selection panel before a final shortlist is decided on which candidates to be called for interview.
- The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- Reference requests will ask the referee to confirm:
  - The referee's relationship with the candidate.
  - Details of the applicant's current post and salary.
  - Performance history and conduct.



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- All disciplinary action which may include those where the penalty is “time expired” and relate to the safety and welfare of children.
- Details of any substantiated allegations or concerns relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate’s suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or ‘bearer references’ i.e. those provided by the candidate and/or marked ‘*to whom it may concern*’ will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview. (Records of such conversations will also be recorded.)

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

### Digital Footprints

At Alameda Middle School we are committed to ensuring that safeguarding is a top priority.

In light of this commitment, where appropriate, potential candidates’ social media or other online activity will be checked prior to interview and records made of any offensive or inappropriate material.

This process may include a search for the candidate via:

Google

Facebook

Twitter

Linked In

### Interview

The format, style and duration of the interviews are matters for the Head Teacher to decide in consultation with anyone involved in the process.



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- The selection process will always involve a face-to-face interview. In addition to interviews a range of selection tools can be used (e.g role play, presentation, teaching a lesson, participating in activities with children under observation etc) to allow the selection panel the best opportunity to assess how suitable a candidate is for the role and allow the candidate a number of opportunities to demonstrate their suitability.
- Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant, also use probing questions into motives, attitudes and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.
- The 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 six months all information about unsuccessful candidates will be securely destroyed.

### Offer of Appointment and New Employment Process

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties' subject to pre-employment checking according to KCSE: 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 satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.



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## Employment Checks and DBS Checks (inc. “regulated activity”)

For the purpose of this policy, and in accordance with the Keeping Children Safe in Education Guidance, “regulated activity” means:

- The employee will be responsible for the care or supervision of children on a regular basis.
- The employee will regularly work in the school while children are on the premises (whether or not the person is directly employed by the school, is a contractor or a volunteer).
- The employee will come into contact with children under 18 years old on a regular basis.

Regulated activity includes:

- Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children.
- Work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.
- Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

Relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- Personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing.
- Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The level of DBS check, including whether a prohibition check is required, will depend on the applicant’s role. For most appointments, i.e. those in ‘regulated activity’, an enhanced DBS check with barred list information is sufficient.



## 5. GENERAL RECRUITMENT

Alameda Middle School will take care to ensure that:

- A candidate's identity is verified, preferably from a current photographic ID and proof of address except where, for exceptional reasons, none is available.
- Appropriate DBS checks are obtained for all candidates, including barred list information where the person is engaged in regulated activity.
- Where an individual is successful in their application, and begins work in a regulated activity before a DBS certificate is available, a separate barred list check will be obtained:
- Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used instead.
- Successful candidates for teaching positions are not subject to a prohibition order issued by the Secretary of State. This will be done using the Employer Access Online service.
- The successful candidate has a right to work in the UK.
  - Where a candidate has worked overseas, that appropriate checks are carried out per this policy.

## 6. VOLUNTEERS

The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates.

In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to) the following:



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- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview

All visiting speakers will be subject to the School's usual visitors signing in protocol. [Security on Site Policy] This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

Where a volunteer is recruited to engage in work which is not considered 'regulated activity', an enhanced DBS certificate will be obtained.

Volunteers recruited to take part in regulated activity must obtain an enhanced DBS certificate with a barred list check.

Under no circumstances will a volunteer who has not provided a DBS certificate be left unsupervised or allowed to work in regulated activity.

**Note:** Where a volunteer is to be placed under supervision, they are not considered to be taking part in regulated activity and therefore it is illegal for the school to request a barred list check on the volunteer.

Supervision must:

- Be by a person who is in regulated activity.
- Be regular and day to day.
- Be "reasonable in all the circumstances to ensure the protection of children".

## 7. INDIVIDUALS WHO HAVE LIVED OUTSIDE THE UK

No exceptions will be made for candidates who have lived outside of the UK, all mandatory checks outlined in this policy will be carried out, along with additional checks where necessary.

The DfE [guidance on the employment of overseas-trained teachers](#) will be consulted should an overseas candidate apply for a teaching position.



### 8. AGENCY AND THIRD PARTY STAFF

In the case of any employee working at Alameda Middle School sourced from an agency or third-party organisation, confirmation must be obtained from the organisation, in writing, that has carried out all the appropriate and necessary checks in line with KCSE on staff it supplies and that those are satisfactory.

Confirmation must also be obtained that the individual who presents for work is the same person on whom all checks have been completed. A copy of photographic identification is generally appropriate.

### 9. TRAINEE/STUDENT TEACHERS

At Alameda Middle School we will ensure that enhanced DBS certificates and barred list checks are obtained on all 'salaried' applicants for initial teacher training.

Where trainee teachers are fee-funded it is the responsibility of the initial teacher training provider to carry out the necessary checks.

### 10. DECISION MAKING

At Alameda Middle School we are committed to ensuring the best individuals are recruited to work at our school. Applicants will therefore be carefully checked against the selection criteria and all essential criteria from the person specification must be met before any offers of employment are made.

In line with our safeguarding obligations, we will carefully consider all information about past disciplinary action or allegations. This includes information obtained from the Employer Access Online checks.

### 11. PERSONNEL FILE AND SINGLE CENTRAL RECORD

- Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the School and in line with General Data Protection Regulation (GDPR) and Retention Policy 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
- The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## 12. INDUCTION PROGRAMME

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Child Protection Policy, the Code of Conduct and Part One of KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities.

