

Safer Recruitment and Selection Policy

*Spring Hill High School and Thoughts of Others Limited
are committed to safeguarding and promoting the welfare of children and young
people and expect all employees and volunteers to share this commitment.*

Policy:	Safer Recruitment and Selection Policy
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Authorised by:	Directors and Responsible Individual(RI)
Updated by:	Gary Edmunds

1.0 Introduction:

The Directors and all staff at Spring Hill High School and Thoughts of Others Limited (TOO) are committed to providing a safe and secure environment for our students – Our top priority is to prevent those who might wish to harm or abuse students from entering the workforce. We ensure that appointments are made on merit in an effective efficient, consistent and safe way. Our recruitment procedures complies with national and local guidance on safer recruitment practice, including the Keeping Children Safe in Education, statutory guidance for schools and colleges, July 2015.

(https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf See for further details.)

1.1 Our aim:

As school we are committed to attracting the best possible applicants to vacancies and to identify, deter and reject prospective applicants who are unsuitable to work with children.

2.0 Roles and responsibilities:

2.1 The Directors and Acting RI of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with the government's guidance and legal requirements
- monitor the school's compliance with these policies and procedures
- ensure that appropriate staff and Board of Directors have completed safer recruitment training

2.2 The Headteacher, in consultation with SHHS/TOO Human Resource department, will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly monitored, reviewed and up-dated to reflect any changes to legislation and statutory guidance 2 Safer Recruitment and Selection Policy – January 2015
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document and promote the safety and well-being of children and young people at every stage of this process

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3.0 Delegation of Appointments and Constitution of Selection Panel

The Board of Directors delegates the power to offer employment for all posts at SHHS to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager. The Headteacher will involve at least one senior teacher in the appointment of qualified teachers and other posts. Either a Director, or the Executive Headteacher will be involved in the appointment of senior staff.

Selection panels will comprise a minimum of two people. In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

4.0 Advertising

Although vacant posts are advertised on the school's website to ensure equality of opportunity and to encourage as wide a field of candidates as possible, there is a reasonable expectation that there are sufficient, suitably qualified internal candidates; vacancies may be advertised internally before an external advertisement is placed.

Any internal recruitment process will follow the procedures set out in this policy.

4.1 All advertisements for posts, paid or unpaid, will include the following statements:

“Spring Hill High School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment”

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

4.2 Information for Applicants

All applicants will be provided with:

- A Job Description, outlining the duties of the post, and a Person Specification
- An Application Form (A CV will not be accepted on its own. A CV may accompany application form. Application forms must be handwritten.)
- A description of the school, relevant to the vacant post
- Reference to the Child Protection Policy, Safeguarding Policy, Safer Recruitment and Selection Policy, DBS and other pre-employment requirements.
- An outline of terms of employment including salary
- The closing date for the receipt of applications

An incomplete application form will be returned to the applicant for completion.

CVs will not be accepted instead of completed application forms.

5.0 The Process

5.1

Step1: Tours of the school sites and TOO care homes

The school is registered on five school sites and on the five TOO homes. All prospective applicants must experience a tour of all school sites and a tour of the TOO care homes. On arrival for a tour of the school, candidates will be welcomed by the headteacher who will

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explain any particular circumstances concerning the post and provide a general overview of the school.

A tour of the homes is a compulsory part of the process for all teachers and LSAs because the homes are registered schools and where students are too anxious to be taught on one of the school sites, they will be educated at home. The tour of the homes is usually done by the the Managing Director or by the head of Human Resource at TOO, Laura Coughlan. Prospective applicants are given application forms at the end of the second tour.

5.2

Step2: DBS checks and pre-appointment checks.

Before a candidate is invited to either an interview or the PRICE training they are subjected to the following checks which are all completed through the TOO Human Resource Department. These checks are done by either, Julie Georgiou, or Sarah Tathan. The checks include checks to:

- Verify a candidate's identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available
- Obtain a certificate for an enhanced DBS
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (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)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications, as appropriate
- Bank detail request

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

The checks will also include a discussion of any convictions, cautions or pending prosecutions, that the candidate has declared and are relevant to the prospective employment.

All checks will be documented and retained on the personnel file.

5.3

Step 3: Reference requests.

Three references will be requested for all applicants. References are requested as soon as the application is received.

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- One reference must be from the candidate's current/most recent employer. This will be taken up before the applicant is invited for an interview, so that any discrepancies may be probed during this stage of the process.
- References will be sought directly from the referee; they will be asked for confirmation about the applicant's suitability to work with children and whether the applicant has been subject to any disciplinary procedures. Where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4

Step 4: Physical intervention training

All prospective applicant must undergo a physical intervention training which is provided through the Protecting Rights In a Caring Environment (PRICE) training. The training is an intensive three(3) days course of theory and practical sessions.

6.0 The interview

Candidates will only be invited to interview when at least two satisfactory references, which confirm that the referees know of no reason why the candidate should not work with children, have been obtained . One of these references must be from the last school of employment, or the last employment which involves children.

Once references have been received and once the the candidate has successfully completed the PRICE training, the candidate will be invited for an interview.

6.1 The formal interview panel will generally include:

- For posts which do not include a management responsibility, the Headteacher, a Deputy Headteacher and the relevant line manager.
- For posts which include responsibility, the Executive Headteacher in addition to staff already listed.
- For Deputy Headteacher posts, the Executive Headteacher in addition to staff already listed
- For headteacher posts, the Managing Director, the outgoing Headteacher (if available),the Executive Headteacher, a guest Headteacher, the Acting RI and two Deputy Headteachers.

Interviews will be face to face and for each panel at least one member must be accredited with the Safer Recruitment accreditation.

6.2 Candidates invited to interview will receive:

- A letter confirming the interview
- Details of the interview day, including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

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The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

At the end of the interviews, the candidates should be asked if they have any questions for the panel. The chair of the panel (normally the Headteacher) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

6.4 Confirming the appointment

A letter confirming the offer of the post will be sent to the successful candidate on the next working day (where practically possible) following the interview. The letter will ask the candidate to confirm their acceptance of the post.

7.0 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 including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of two Proof of identity Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service Evidence of DBS clearance, Barred List (where applicable) 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 (2014). All personal files are kept securely in the Human Resource department that is located in Stuart House.

Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process.

8.0 Start of Employment and Induction

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

8.1 Staff Suitability Declaration is to be completed by new staff on appointment and by all staff when requested (see Appendix 1 below)

9.0 Contractors

We ensure that contractors, or any employees of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees, for whom an appropriate DBS check has not been undertaken, will be supervised if they will have contact with children.

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9.1 If a contractor working at school is self-employed and will be in regular activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

9.2 We will check the identity of contractors and their staff on arrival at the school.

This policy will be monitored via scrutiny of all appointment and recruitment records and will be reviewed and updated to reflect any changes to legislation and statutory legislation.

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Appendix 1

Staff Suitability Declaration

This form is to be completed by all new staff on appointment AND by all staff when requested.

Name of employee:

Current Role in school:

Please answer the questions and sign the declaration on the reverse of this form. If there are any aspects of the declaration that you are not able to meet, please disclose this immediately to the Headteacher.

Please circle Yes or No against each question:

Have you ever been cautioned for, or convicted of, offences against children or adults?	Yes/No
Have your own children ever been taken into care or the subject of a Child Protection Order?	Yes/No
Do you have any medical conditions that could affect your ability to care for children?	Yes/No
Are you taking any medication or any other substances on a regular basis?	Yes/No

If you have answered YES to any of these questions, please provide further information below:

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(Please note that you may be required to provide further information).

I understand my responsibility to safeguard children and am aware that I must notify the Headteacher of anything that may affect my suitability.

I confirm that, to the best of my knowledge, I do not live in the same household as an individual who has been barred or disqualified from working with children.

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I also confirm that, to the best of my knowledge, I do not live in a household which employs someone who is barred or disqualified from working with children.

I will notify the Headteacher immediately of any convictions, cautions, court orders, reprimands or warnings I may receive.

I am aware that if I am taking medication on a regular basis I must notify the Headteacher and must keep the medication in a safe place, out of the reach of children.

I will notify the Headteacher immediately if I experience any health concerns which could impact upon my ability to work with children.

Where necessary, I give my permission for you to contact any previous settings, Local Authority staff, the police, the DBS or any medical professionals to share information about my suitability to work with children.

Signed: Date:

FOR HEADTEACHER'S USE

Record of any follow-on action taken, where relevant:

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Headteacher's signature: Date: