

# Hampden Gurney C.E. Primary School

## Safer Recruitment Policy

### **Our vision:**

**“Ask and it will be given to you; seek and you will find; knock and the door will be opened to you.”  
Matthew 7: 7**

Our school vision is deeply rooted in the theology and Biblical teachings of Matthew 7:7 which speaks of the importance of prayer as a way of developing an enriched life and personal relationship with God as Father, Son and Holy Spirit.

At the heart of our school community is a commitment to prayer and worship. Our curriculum provides children with a thirst for knowledge and wisdom, a high level of challenge and a deep understanding that we are all equal and made in the image of God. Our relationships with each other, our local community and global companions leads us to want to care and serve others.

Hampden Gurney CE Primary School wishes to provide a school environment that is safe and stimulating for all children in our care. This policy has been formulated in accordance with the school’s vision statement and outlines set procedures to create a calm, secure and happy working environment for all.

The development of a strong spiritual and moral framework based on Christian values and school vision statement is an essential part of the education that is on offer at Hampden Gurney. Our behaviour policy reflects the overall positive approach we have in our school towards all aspects of children’s learning and development. Hampden Gurney wishes to encourage children to coexist peacefully and to get along amicably with one another, being mindful of the knowledge that all are equal and made in the image of God in order to enable all children to achieve their full potential.

## **1. INTRODUCTION**

Hampden Gurney Primary 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 in every aspect of their work. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department of Education (DfE) in 'Keeping Children Safe in Education 2018 (KCSIE). In order to help safeguard and promote the welfare of all of our pupils, the School is committed to a thorough and consistent Safer Recruitment Policy, which should be read in conjunction with our Safeguarding and Child Protection Policy and Equality Policy.

## **2. Aims, Purpose and Scope**

This policy is designed to facilitate good recruitment and selection practice and ensure our School meets all legal requirements and best practices.

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

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal and familial relationship with an applicant then they are required to declare this as soon as they are aware of the individual's application.

We will ensure that people are treated solely based on their abilities and potential, in line with our Equality Policy.

## **3. Roles and Responsibilities**

The Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Governing Body 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 Department for Education guidance and legal requirements.
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed Safer Recruitment training

The Headteacher, Senior Managers and Governors involved in recruitment have the responsibility to:

- promote the welfare and wellbeing of children and young people at every stage of the process
- ensure that the school operates a safe and fair recruitment and selection process which is regularly monitored, reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure all appropriate checks are carried out on staff and volunteers ( see Appendix 1)
- monitor contractors' and agencies compliance with our policy and legislative requirements

#### **4. Delegation of Appointments and Constitution of Selectin Panel**

The Governing Body delegates the power to offer employment for the majority of posts to the Headteacher. The Headteacher may not delegate the power to offer employment to any other senior manager or governor. The Headteacher will involve at least one governor in the appointment of all qualified teachers and other posts, wherever possible. Governors will always be involved in the appointment of Senior staff and will be involved in appointing the Headteacher.

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

#### **5. Recruitment and Selection Procedure**

##### **a. Vacancy, Job Description and Person Specification**

Once a vacancy is identified, a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

##### **b. Advertising**

All vacancy 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 both internally within the School and 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 is placed. Any internal recruitment process will follow the procedures set out in this policy.

The 'Vacancies' section of our website states that we are committed to safeguarding and promoting the welfare of children and expect staff to share this commitment. The Safeguarding and Child Protection Policy is available on the site. We also state here that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, where we are legally entitled to do so.

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

*“Hampden Gurney School is committed to safeguarding and promoting the welfare of children and young people and requires all staff, Governors and volunteers to share and demonstrate this commitment.”*

*“The successful will have to meet the requirements of the person specification and will be subject to pre-employment checks including the right to work in the UK, an enhanced DBS check and satisfactory references.”*

#### **c. 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 ( CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the School's Equality Policy
- GDPR Recruitment Privacy Statement
- Reference to the School's Safeguarding and Child Protection Policy, Safer Recruitment Policy, DBS and other pre-employment requirements
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed online will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

#### **d. Application Form**

All candidates are required to complete in full and sign our standard application form. We require information on full academic and employment history; suitability for the role; referees; a declaration about Criminal Record Checks and the DBS Barred List and a declaration of eligibility to work in the UK. We also state here that the provision of any false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected.

The application form has clear explanatory notes to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

All applications are acknowledged by email upon receipt. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history will be addressed before shortlisting takes place. Applications are shortlisted by the recruitment panel which includes a Governor.

#### **e. Short Listing and Reference Requests**

The selection panel will shortlist applicants for the post against the Person Specification. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Shortlisted candidates' references are usually taken up immediately. Two references, one of which must be from the candidate's current/ most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. References will be sought directly from the referee, and where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post requiring contact with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's sickness record
- The candidate's attendance record
- The candidate's performance history and conduct
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired

- 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 and young people ( if so, the school will ask for specific details of the concerns and the reasons why the referee believe the candidate may be unsuitable to work with children).

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the “ property” of the selection panel and strict confidentiality will be observed. Employer testimonials 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 for any post from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

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

#### **f. Interview**

Before the interviews, the selection panel will agree on the interview format. Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be substituted for a face-to-face interview ( which may be via visual electronic link).

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- 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

All formal interviews cover the applicant's suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. 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.

Applicants for teaching roles are invited to interview and to teach a minimum of one class whilst being observed. Candidates for all roles are invited to tour the school.

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. Applicants may also be questioned about information contained in their letter of application or application form.

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

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 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.

Interview notes are collated along with feedback from other colleagues who have met the candidate. The recruitment documentation will be retained ( for six months from the date of interview for unsuccessful candidates, after which time it will be destroyed). Under Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. The panel decide on the successful applicant who is contacted by a member of the panel by telephone and verbally offered the position. Unsuccessful applicants are advised by email and/or phone and any applicant who requests feedback will be given verbal feedback.

#### **g. Pre-appointment checks and verification**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff we will:

- 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 with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list checks if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS certificate is available.
- Check that a candidate to be employed as a teacher is not subject to Prohibition Order issued by the Secretary of State, using the Employer Access Online Service.



- All candidates to be employed in leadership positions will need to undergo a Section 128 check. A section 128 direction prohibits or restricts a person from taking part in the management of a school.
- Use the Employer Access Online Service to check for any existing prohibitions and sanctions made by the GTCE before its abolition at the end of March 2012, and for information about any teacher qualifications held and whether induction has been passed.
- 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
- Require the candidate to complete the school's Staff Suitability Declaration ( to check for potential 'by association' safeguarding concerns) – Appendix 11

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received
- Ratified by the Headteacher by signature and date

#### **h. Offer of Employment by the Selection Panel**

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

#### **6. 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 ( 2018)

### **7. Start of Employment and Induction**

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. Exception will never be made in the case of the Barred List and Teacher Prohibition checks.

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

### **8. Renewal of DBS Checks**

DBS checks do to have an official expiry date. This is because the information is only completely accurate at the time the certificate is issued. The School requires all schools to re-new all DBS checks with Barred List Information as part of a rolling five year programme, Schools are also required to re-do checks if an employee has a significant change in role of responsibility and following a break in service of more than three months ( not required in cases of maternity leave or long term absence).

### **9. Adults working with children who are not employed directly by the school**

#### **a. Supply Staff**

The School will only use those agencies operating a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. The School will ensure that identity checks when the supply staff member arrives at school.

#### **b. Peripatetic Staff**

The School use staff employed by Agencies which ensure and confirm that necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

**c. Volunteers**

The School will carry out DBS checks and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis ( e.g. trips/PTA events) are supervised, in accordance with legislation.

**d. Governors**

Since 2016, it has been a requirement for Governors to undergo an Enhanced DBS check and it is the responsibility of the governing body to apply for the certificates through the school. It is a requirement of the School that a Section 128 check is also carried out.

**e. Student on placement**

When volunteers are working in school as part of a recognised training course ( such as PGCE, NVQ, etc), references and completion of an application form will not be required. However, the school will require proof of DBS enhance clearance with barred list check and will carry out identity checks when the student arrives at school. The School will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

**f. Students on work experience**

Students on work experience will always work under supervision.

**g. Contractors**

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

The School will check the identity of contractors and their staff on arrival at the school. Contractors and contractor's employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at the school is self-employed and will be in regulated activity, the school 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.

**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 guidance.**

Committee Responsible	Full Governing Body
Date approved	25 <sup>th</sup> November 2020
Renewal Date	30 <sup>th</sup> October 2022
Chairman of Governors signature	Brian Hilton

# Staff Suitability Declaration

**This form is to be completed by all new staff when they commence employment AND 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:**

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

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

.....  
.....

( 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. I also confirm that, to the best of my knowledge, I do not employ anyone in my home 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 care for children.

**Signed:** ..... **Date:** .....

**FOR HEADTEACHER**

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

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.....

**Headteacher's signature:** ..... **Date:** .....

## Recruitment and Selection Checklist

<b>Role Advertised:</b>	
<b>Date Advertised:</b>	
<b>Name of Manager completing checklist:</b>	

<b>PRE-INTERVIEW</b>	<b>Initials</b>	<b>Date</b>
<p><b>PLANNING</b> Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and reclosing any discrepancies and anomalies</p>		
<p><b>VACANCY ADVERTISED</b> Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p>		
<p><b>APPLICATIONS on receipt</b> Scrutinised – any discrepancies/ anomalies / gaps in employment noted to explore if candidate considered for shortlisting</p>		
<p><b>SHORTLIST PREPARED</b></p>		
<p><b>REFERENCES – seeking</b> Sought directly from referee on short listed candidates; ask recommended specific questions; include statement about suitability of candidate for the post and of working with children and vulnerable adults</p>		
<p><b>REFERENCES - ON RECEIPT</b> Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant ( at interview if possible)/ referee</p>		
<p><b>INVITATION TO INTERVIEW</b> Includes all relevant information and instructions</p>		
<p><b>INTERVIEW ARRANGEMENTS</b> At least two interviewers: panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards</p>		
<p>Name of person on recruitment panel who holds Safer Recruitment certificate</p> <p>Name .....</p>		

<b>INTERVIEW &amp; POST-INTERVIEW:</b>	<b>Initials</b>	<b>Date</b>
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<b>SUITABILITY FOR THE POST</b> Interview explores applicant’s qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults		
<b>IDENTITY</b> Identity and qualifications of successful application verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure, disapplication by association check list for EYFS staff		
<b>PREVIOUS EMPLOYMENT AND EXPERIENCE</b> Interview explores applicant’s previous employment and experience in order to verify claims on application form		
<b>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</b> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
<b>REFERENCES</b> ( if obtained and scrutinised previously)		
<b>IDENTITY</b> ( if that could not be verified on the day of the interview)		
<b>QUALIFICATIONS</b>		
<b>Permissions to work in UK, if appropriate</b>		
<b>Criminal Check</b> – satisfactory DBS certificate received		
<b>DBS Barred list check</b> – ( for regulated activity)		
<b>Prohibition Register</b> – ( for teachers)		
<b>HEALTH</b> – the candidate is physically and mentally fit, as required by the post		
<b>QTS</b> – if required		
<b>INDUCTION</b> – Child Protection training completed – basic awareness of H&S, e-safety, staff code of conduct, etc.		