



King's College  
*Saint Michaels*

Sponsor	PH
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## SAFER RECRUITMENT POLICY AND PROCEDURE

### Safeguarding is everyone's business

#### Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of all pupils in its care. As an employer, the college expects all staff to share this commitment.

#### Aims and Objectives

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff and volunteers.

#### Roles and Responsibilities

It is the responsibility of the Head of Human Resources to:

1. Ensure that the college has effective policies and procedures in place for recruitment of all staff in accordance with DfE guidance and legal requirements.
2. Monitor the college's compliance with them. It is the responsibility of the Headteacher and the Head of Human Resources and other staff involved in recruitment to:
  - Ensure the college operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work at the college
  - Promote welfare of children and young people at every stage of the recruitment procedure

This policy has been developed to embed safer recruitment practices and procedures throughout Kings College Saint Michaels and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in "Keeping Children Safe in Education (September 2016)" and will be reviewed in **September 2019**.

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

Kings College Saint Michaels is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made

A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

### **Roles and Responsibilities**

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 will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- 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
- promote the safety and well-being of children and young people at every stage of this process

## **Inviting Applications**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Kings College Saint Michaels is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

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 on line will be asked to sign the form if called for interview.

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

## **Identification of the Recruitment Panel**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment

## **Shortlisting and References**

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant’s current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

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.

Referees will be asked specific questions about the following:

- The candidate’s suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people

- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

Reference requests will include the following:

- Applicant's current post and salary
- Attendance record
- Disciplinary record

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

### **Invitation to Interview**

Candidates called to interview will receive:

- A letter/email 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
- Be asked to provide proof of identity

### **The Selection Process**

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face (sometimes via Skype) and may include additional interview techniques such as observation or exercises.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

## **Employment Checks**

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance whether they are a British citizen or not, even if they have not worked within the UK previously
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

All checks will be:

- Confirmed in writing
- 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.

Employment will commence subject to all checks and procedures being satisfactorily completed. An ongoing risk assessment form may be implemented for some roles when awaiting certain checks

## **Induction**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor  
OR
- Meet regularly with their line manager
- Attend appropriate training including generalist child protection training

## STAFF RECRUITMENT PROCESS CHECKLIST

### Advertising

- Advert contains statement about safer recruitment and child protection
- Advert contains phone number and email address for application form/job description

### Shortlisting

- Application forms to HR for collation
- Head of Department and HR draw up shortlist
- Invitation to interview to include request for (originals):
  - 2 forms of identity (must include passport/photo ID)
  - NI Number
  - Utility bill/bank statement with present address
  - Examination certificates and or relevant qualifications.

### Interview

- Conducted by at least two people, one of whom is DSL or DSO (safer recruitment trained)
- Confirm identity documents seen and copies taken
- Commitment to safeguarding and CP issues reiterated as part of the interview ('Warner Principles' – value based questions)
- Any gaps in employment history found in application forms explored
- Written record of outcome

### Post-Interview

- Offer of employment, subject to satisfactory references and enhanced DBS check
- 2 references taken up

(one must be current employer; neither must be friend/relative)

- Medical fitness (for specific duties) confirmed
- Referees phoned to confirm references and asked for any additional information
- Confirmation of job offer (once references and DBS check received)
- Check against 'Prohibited Lists' for those involved in teaching, appointed since April 2012
- Enhanced DBS checks undertaken for all employees (including barred list checks), including those who are from overseas regardless of them not previously working in the UK. If from overseas the equivalent local police checks must also be carried out prior to the start of work.