

# RYHALL CE ACADEMY



## SAFER RECRUITMENT POLICY

|                          |              |
|--------------------------|--------------|
| <b>Formulation date:</b> | October 2015 |
| <b>Responsibility:</b>   | Headteacher  |
| <b>Reviewed:</b>         | Sept 2017    |
| <b>Next Review Date:</b> | Sept 2019    |

### Associated Documentation:

- [Keeping Children Safe in Education \(2016\)](#)
- [Working Together to Safeguard Children \(2015\)](#)
- [Leicester, Leicestershire and Rutland Safeguarding Board procedures](#)
- [The Prevent Duty: departmental advice for schools \(2015\)](#)
- Safeguarding/Child Protection Policy
- (Staff) Code of Conduct
- Equality Policy
- Whistle-blowing Policy
- Induction Policy
- Single Central Record

### Summary:

The Local Governing Board of Ryhall CE Academy is committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to demonstrate this commitment in every aspect of their work.

The Local Governing Board regards its staff as its most important asset. It is the policy of the Local Governing Board to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school improvement plan.

In this context, it is vital that the school applies recruitment and selection procedures that identify people who are unsuited to work with children. The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of the children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

NON-STATUTORY

## **1. INTRODUCTION**

- 1.1. The appointment of all employees at Ryhall CE Academy will be made on merit and in accordance with the provision of Employment Law and the Education Act 2002 and will draw upon recent guidance including Keeping Children Safe in Education (Sept 2016) and Working Together to Safeguard Children (2015) and the school's Equality Policy.
- 1.2. The Local Governing Board 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, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.3. The procedure for the appointment of the Headteacher or Deputy Headteacher differs from that of other staff. The procedure is in Appendix 1.
- 1.4. Appendix 2 is used to ensure procedures are adhered to.

## **2. AIMS**

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
- To ensure that a fair and legal recruitment procedure is in place.

## **3. DELEGATION OF APPOINTMENTS**

- 3.1. The Local Governing Board delegates all support staff appointments and all teaching appointments below the level Assistant/Deputy Headteacher to the Headteacher. The Headteacher is expected to involve at least one member of the Local Governing Board in all appointments. Governors who wish to be considered for involvement will be expected to undertake recruitments selection training, including "Safer Recruitment" training, at the earliest opportunity.
- 3.2. No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interest of the governor and the interest of the Local Governing Board.
- 3.3. A selection panel will be drawn from all governors who have advised the Headteacher of his/her wish to be involved in staff appointments as required by the Headteacher. At least one person on each selection panel will have completed the safer recruitment training.

## **4. VACANCIES**

- 4.1. In the event that the Local Governing Board, in consultation with the Headteacher, decide to make a new appointment the Personnel Committee of the Local Governing Board will agree the job description and person specification for the post.

- 4.2. Every vacant post (including acting posts of one term or more) will be submitted to PDET for their approval prior to advertising. All posts will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to both genders and all ethnic groups.
- 4.3. The Governors may decide to appoint internally after internal advertisement. In cases of internal advertisement, the details will be posted, in writing, on the staff notice board(s) giving at least 5 working days for applications to be made.

## **5. INFORMATION FOR APPLICANTS**

- 5.1. All Applicants for a vacant post advertised internally or externally 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.
  - A person specification indicating the qualifications, skills and types of experience or expertise which the Local Governing Board regards as essential or desirable in relation to the job.
  - An application form.
  - Information about the school and other general information including:
    - ✓ A description of the school relevant to the vacant post
    - ✓ A statement about access to the school for applicants who may wish to visit or who may wish to consult the Headteacher before making an application
    - ✓ A statement that canvassing any member of staff, or member of the Local Governing Board, directly or indirectly, is prohibited and will be considered a disqualification
    - ✓ Reference to the school's Equality Policy
    - ✓ Reference to the legislation concerning the protection of children.
    - ✓ The name of any person who will be available to provide additional information about the post
    - ✓ The closing date for the receipt applications.
    - ✓ Salary level of the post.
    - ✓ A statement that candidates will be expected to prove their identity and qualifications at the interview

## **6. SHORT LISTING**

- 6.1. For all posts outside of the Leadership Group short listing will be the responsibility of the Headteacher, together with a Governor and or Deputy Head/Senior Teacher and Governors as indicated in paragraph 2 of this policy.
- 6.2. The selection panel will take up two references of each short listed candidate. For teaching posts the references will, where appropriate, include the applicant's current Headteacher or LA.
- 6.3. References shall be taken up by the person delegated to receive the application. References are the "property" of the selection panel and strict confidentiality will be observed. References will be sought set against the requirements of the job description and person specification and information regarding issues relating to child protection.

- 6.4. Short listing will be based only on substantial information. The job description and the person specification will be used to set the criteria and standards for inclusion on the long list and for reducing this to the shortlist of candidates to be invited for interview.
- 6.5. The criteria for selection will be consistently applied to all applicants.
- 6.6. If the field of applicants is felt to be weak the post may be re-advertised.

## **7. INTERVIEWS**

- 7.1. Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 7.2. The format, style and duration of the interviews are matters for the Headteacher in consultation with governors involved in the process to decide but the following will be adhered to:
  - a. All candidates will be given relevant information about the school to enable the candidate to make further enquires about the advertised job.
  - b. Before the interviews the selection panel will agree on the line of questioning to be followed and will ensure that the same questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same area of questioning will be covered for each applicant and no question which would discriminate directly or indirectly on ground of gender, marital status, sexual orientation, race, religious belief, disability or age will be asked. The interview will also deal with the issues of child protection with each candidate.
  - c. Before the interviews the Headteacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained for 2 years; after that time, they will be destroyed.
  - d. Before the interviews the Headteacher, in consultation with the governors involved in the interview will decide the structure of the interview, determining which area each interviewer will cover and the approximate time allocation.
  - e. During the interview the Headteacher will confirm the identity and qualifications of each candidate.
- 7.3 Candidates will always be required:
  - to explain satisfactorily any gaps in employment;
  - to explain satisfactorily any anomalies or discrepancies in the information available to interviewers;
  - 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.
  - answer screening questions regarding extremism

## **8. OFFER OF APPOINTMENT BY THE SELECTION PANEL**

The offer of appointment by the selection panel is binding on both parties, subject to staff qualification requirements, satisfactory vetting and barring check (see 9.)

## 9. PRE-EMPLOYMENT CHECKS.

Pre-employment checks are an essential part of our responsibility under the Children Act and an expectation of Keeping Children Safe In Education (Sept 2016): statutory guidance for all schools and colleges. A high standard of scrutiny should reduce the potential for harm being done to the children in our care.

If it is decided that an offer of employment following an interview is to be made, any such offer will be conditional on the following pre-employment checks:

1. The receipt of two written references (one of which must be from the applicant's most recent employer) which the school considers to be satisfactory. References should make specific reference to a candidate's suitability to work with or near children. The School will only accept references obtained directly from the referee by the School. (See point 6. – references should be obtained prior to short-listing).
2. An explanation of any gaps within the applicant's education or employment history since the age of 16 years.
3. Verification of relevant qualifications which the school deems a requirement for the post, or which the applicant cites of their application.
4. Verification of the applicants' identity, including address and date of birth (where this has not previously been verified).
5. An Enhanced Disclosure and Barring Service (DBS) check which the school considers to be satisfactory (e.g. enhanced).
6. Confirmation that the applicant is not named on the Children's Barred List.
7. Should the individual have lived or worked abroad within the last 5 years for a period of time then a 'Certificate of Good Conduct' will be required. Where the applicant has worked in a school in the UK since returning from overseas, the standard checks can be made for subsequent appointments.
8. Confirmation that the applicant is not disqualified from working in connection with early or later years' provision through the completion of a Disqualification Declaration.\*
9. Medical Declaration form to be completed confirming the applicant's medical fitness for the role.
10. Verification of the applicant's right to work in the UK.
11. Any other employment check that may be necessary.

\* Under the Childcare Act 2006, the Childcare (Disqualification) Regulations 2009 and the Keeping Children Safe in Education Guidelines (KCSIE), the school is required to ensure that all staff working or directly concerned in the management of Early Years settings (children aged 0-5 years), including reception and out of hours school care for children up to eight years of age are not "disqualified" from working within such a setting.

Once these safeguarding checks have been completed a newly appointed employee can begin their employment. Their details are recorded on the Schools Central Register of Appointments.

## APPENDIX 1

### The Selection and Appointment of the Headteacher or a Deputy Headteacher

1. The Governors will notify the Peterborough Diocese Education Trust (PDET) of any vacancy for the Headteacher or Deputy Headteacher.
2. The Local Governing Board will appoint a selection panel of at least three governors.
3. The proceedings of the Selection Panel shall be under the control of the selection panel. The Local Governing Board will not delegate the power of appointment, only the selection process.
4. The selection panel will determine the interview process and seek approval from the Local Governing Board before commencing the process.
5. If the need arises, the selection panel will appoint an Acting Headteacher / Deputy Headteacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the area.
6. If an external appointment is to be made to an acting position the governors will seek to do so by secondment and will seek advice from the personnel service provider on the contracting of such a secondment.
7. The selection panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Headteacher vacancy the Local Governing Board may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 4 of the Local Governing Board's policy statement.
8. The selection panel shall shortlist such applicants for the post as they think fit. In the case of a Head or Deputy Headteacher appointment, if it is able to do so, the selection panel will recommend one of the interviewed applicants to the Local Governing Board. The decision of the selection panel will be approved by a meeting of the Local Governing Board, which must be quorate. The selection panel may make a decision about the appointment of an Assistant Headteacher without recommendation of the Local Governing Board.
9. If the Local Governing Board approves the recommended candidate for a Head or Deputy Headteacher appointment, the applicant will be offered appointment subject to staff qualification requirements, medical, DBS Disclosure check and references. A decision by the selection panel regarding the appointment of an Assistant Headteacher will also be subject to staff qualification requirement, medical, DBS Disclosure check and references.
10. If the Selection Panel cannot agree or Local Governing Board does not approve the recommendation, then the Governors may re-advertise as in step 5 or may require the Selection Panel to repeat step 6.

## APPENDIX 2

| Recruitment & Selection process            | Safer Recruitment Step  | Completed? | Date |
|--|---|------------|------|
| Refer to Recruitment Policies & Procedures | Re-familiarise with Safer Recruitment policy to ensure consistent and safe processes are being followed.  |            |      |
| Define Requirements                        | <ul style="list-style-type: none"> <li>• Define the requirement — what is the post?</li> <li>• Agree on the Selection Panel members.</li> </ul>   |            |      |
| Preparing the Job Description:             | Safeguarding Responsibilities clearly identified on: <ul style="list-style-type: none"> <li>✓ Job description</li> <li>✓ Person Specification (Essential and Desirable skills, experience, knowledge and qualifications).</li> </ul>  |            |      |
| Advertising the Vacancy:                   | Insert safeguarding and Prevent messages to deter unsuitable applicants: "Ryhall CE Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment" and "Ryhall CE Academy is committed to the development of community cohesion and the prevention of extremism and radicalisation"<br>Include: <ul style="list-style-type: none"> <li>✓ Application forms will be used (do not accept CVs)</li> <li>✓ DBS disclosure is required (if applicable)</li> <li>✓ Information packs will be sent to all applicants</li> </ul> |            |      |
| Preparing the Applicant Pack:              | <ul style="list-style-type: none"> <li>• Insert safeguarding message to deter unsuitable applicants: "Ryhall CE Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment" and "Ryhall CE Academy is committed to the development of community cohesion and the prevention of extremism and radicalisation"</li> <li>• Enclose full Job Description and Person Specification.</li> </ul>   |            |      |
| Short-listing Applications:                | <ul style="list-style-type: none"> <li>• Devise short-listing criteria based on essential criteria.</li> <li>• Reject all applications which do not meet essential criteria e.g. Qualifications, experience, skills.</li> </ul>   |            |      |
| References:                                | <ul style="list-style-type: none"> <li>• Invite successfully short-listed applicants to attend an interview.</li> <li>• Take up all available references on short-listed applicants — ideally covering a 5-year period to date.</li> <li>• Telephone to confirm reference receipt and follow up any queries.</li> </ul>   |            |      |

|                            |  |  |  |
|----------------------------|--|--|--|
| Interviews & Assessment:   | <p>Plan a range of assessment methods including:</p> <ul style="list-style-type: none"> <li>✓ Interview questions which probe attitude towards safeguarding, and motivation to work with children, young people and/or families</li> <li>✓ Request applicants to complete a relevant task, e.g. With the children if possible, or planning and delivering a presentation relating to the role</li> <li>✓ Involving children and young people in the interview process — if applicable</li> <li>✓ Question any gaps exposed on application form.</li> </ul>   |  |  |
| Recruitment Decision made: | <ul style="list-style-type: none"> <li>• Issue verbal offer of employment to the candidate who best demonstrated their suitability for the role.</li> <li>• Inform candidate that the offer is subject to thorough checks and further references (where applicable).</li> </ul>  |  |  |
| Pre-Employment Checks:     | <p>Confirm:</p> <ul style="list-style-type: none"> <li>✓ Identity using photo ID - where available: Name, address, date of birth</li> <li>✓ Validity of qualification certificates</li> <li>✓ Right to work in the UK</li> <li>✓ All references including current employer received and followed up (where needed)</li> <li>✓ Health Declaration</li> </ul> <p>Form Submit:</p> <ul style="list-style-type: none"> <li>✓ Completed DBS form</li> </ul> <p>NOTE: Safer recruitment practice is about preventing risk of harm to children. Therefore, new worker should not begin work within school until the DBS check has been returned and the school is satisfied with its outcome.</p> |  |  |
| Plan Induction Period:     | <ul style="list-style-type: none"> <li>• Highlight safeguarding responsibilities and process for reporting concerns about colleagues within the school.</li> <li>• Ensure appropriate Safeguarding training is taken up by the new worker, if not already achieved.</li> <li>• Ensure staff feel able to report concerns about colleagues' behaviour or conduct around children and young people.</li> </ul>   |  |  |