

# Safer Recruitment Policy

## Mayflower Primary School



SET SAIL FOR SUCCESS

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Mayflower school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Mayflower school recognises the value, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work with the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employments on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

### **The school will:**

1. Ensure that appropriate staff who take part in recruitment have received safer recruitment training
2. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that all reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
3. Keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
4. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedures. The school will monitor the compliance with these measures.
5. Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- A list 99 Check
- A satisfactory DBS clearance
- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidates medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers

### **Roles and Responsibilities**

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with Dfe guidance and legal requirements
- Monitor the school's compliance with them
- School governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint
- In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Headteacher to lead in all appointments outside the leadership group.

It is the responsibility of the Headteacher and other managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedures

### **The Procedures**

#### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant post to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal advertisement may be considered appropriate.

#### **Applications**

The form – the school uses a standard LBTH application form. CVs will not be accepted. The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected.

#### **References**

Reference for shortlisted candidates will be sent immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be

taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

Referees are always asked specific questions about:

- their punctuality & reliability
- any relevant disciplinary / capacity procedures, current or otherwise and their outcomes
- any concerns they may have over their suitability to work with children
- their suitability for this post, performance history and conduct

Reference must be in writing and be specific to the job for which the candidate has applied – open references or testimonials are not accepted. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be accepted.

### **Self declaration of convictions by job applicants**

The school's policy requires shortlisted applicants for all post (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

The disclosure of convictions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosure.

### **Interviews**

The selection process will always include a face to face interview, depending on the role a class observation and a literacy and numeracy test. Full record of all interview notes will be held in staff files.

### **Commencement of Employment Prior to DBS check being received**

In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However a List 99 check must be completed.

### **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate. However, with the exception of DBS disclosure, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosure, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre- employment checks have been satisfactorily completed/received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

### **Induction**

All staff who are new to school receive induction training that includes the school safeguarding policies and guidance on safe working practice.

Regular meetings are held during the first 3 months of employment between the new employee and appropriate manager.

### **Record Retention / Data Protection**

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period

will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment Tribunal.

Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel /Headteacher within 6 months of the interview date.

### **Personal File**

The school will retain the following which will make up part of the personal file, for the successful candidates:

- Application form
- References
- Disclosure of conviction forms
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of good conduct (where applicable)
- Evidence of medical clearance from occupational health (where applicable)
- Evidence of the DBS clearance (i.e. the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)

### **Single Central Record of Recruitment Vetting Checks**

In line with the DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally for those applying for teaching posts, registration checks with the GTC where appropriate
- Checks of right to work in the UK
- List 99 Checks
- DBS Enhanced Disclosure
- Further overseas record where appropriate

It shall also indicate who overtook the checks and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them.

Completed January 2014

Chair of Governors: -----

Headteacher: -----

Date: -----