

# Beech Lodge School

## Safer Recruitment Policy

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Beech Lodge School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The School recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

### Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to the School. It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies
- deter prospective applicants unsuitable for work with children
- Identify and reject applicants unsuitable for work with children

### Practices

The following procedures and practices are in place to ensure the safe recruitment of staff.

#### Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the School by the inclusion of the following statement:

“The school is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced DBS disclosure.”

## **Stage 2: Pre –Application Pack**

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- School Introduction;
- Safer Recruitment Policy;
- Child Protection Policy.

All applicants must complete the application form in full.

## **Stage 3: Applicant Selection/ Short-Listing**

Candidates for the post and suited to the job description and person specification following analysis of their applications will be short-listed following consultation between the Headteacher and other staff involved in the interviews process.

Telephone interviews may be used at the short listing stage to establish suitability for interview but will not be a substitute for a face-to-face meeting as part of the final selection/interview process. Telephone interviews will only suffice for the purpose of employing Gap students.

Where possible, references are taken up before the short-listing stage. However should a candidate progress to selection and interview stage prior to their receipt, references will remain a matter of scrutiny and be probed during interview. All appointments are subject to satisfactory references.

## **Stage 4 Interview**

Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:

- proof of identity
- actual certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass subject knowledge, skills and competence, ability to fulfil the requirements of the tutor role, and to contribute to the extra and extended curriculum.

Significantly in terms of safer recruitment practices at least the Headteacher or Proprietor will be involved in the interview process, and will meet personally with each applicant with the specific responsibility of exploring attitudes towards working with children. However, it is likely that other interviewers will probe such issues and also have training in safe recruitment procedures.

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 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.

### **References**

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references "To whom it may concern" and so on will not be accepted if they fail to include date evidence or are without obvious organisation authorisation.

In all cases of applicants being invited to interview, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed by the Headteacher.

In all cases of applicants being invited to interview, previous employers ( if they were the last employer) who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges by the Headteacher and will be retained on the personal file of the individual appointed.

### **Stage 5 Successful Candidate: Pre Employment Checks**

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check
- a satisfactory Enhanced DBS disclosure.
- verification of the candidate's medical fitness ( via a confidential health questionnaire or medical test dependent upon post)
- verification of qualifications (where required)
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted) the production of evidence of the right to work in the UK
- 

### **Stage 6 Induction**

All staff who are new to Beech Lodge School are required to undertake induction training that will include the school's safeguarding policies and specific induction in Child Protection and Counter-Bullying.

Regular meetings will be held during the first twelve months of employment between the new staff and the Headteacher and Proprietor.

### **Stage 7 Leaving Employment of the School**

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit. It will also be the case that such staff will be reported to the ISA (Independent Safeguarding Authority) within one month of departure providing all the details of the circumstance. This will be undertaken by the Headteacher.

## Notes

The School will:

- maintain a central record of recruitment and vetting checks, in line with the DfES requirements (see below)
- require staff who are convicted or cautioned for any offence during their employment with the School to notify the Headteacher in writing of the offence and penalty.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- respond to changes in legislation required to ensure the safeguarding of children and review policy and practice in the light of carry out an annual review of this policy irrespective of legislation

### **Central Record of Pre Employment Checks**

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment and vetting checks is kept. This is kept up to date and retained on the personal file of the individual by the Headteacher.

This record contains details of checks:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach.

## **Rehabilitation of Offenders Disclosure**

All posts within Beech Lodge School are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service check. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. Such disclosures will not be considered as part of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will not be retained and destroyed after six months.

The Disclosure and Barring Service has published a Code of Practice with accompanying explanatory guide for information. Beech Lodge School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

## **Data Protection Issues**

Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the ISA code of practice.

## **Supply Staff**

For the purposes of creating the record of checks for supply staff provided through a supply Agency, the school will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information disclosed as part of a DBS Disclosure will be treated as confidential. Identity checks will be carried out by Beech Lodge School to confirm that the individual arriving at the school is the individual that the agency has referred.

## **Peripatetic Staff**

For the purposes of creating the record of checks for peripatetic staff (for music, sports etc.) the school will require all necessary checks and DBS requirements are fulfilled.

This policy has been written with reference to the DfES Publication Safeguarding Children and Safer Recruitment in Education Safeguarding guidance.

January 2014

( Review January 2015)