



Safer Recruitment and Selection Policy

Date adopted by governors: Spring 2022

Date for review: Spring 2023

STATUS: STATUTORY

REVIEW: ANNUALLY

COMMITTEE: RESOURCES AND SAFEGUARDING

BASED ON SCC TEMPLATE

Safer Recruitment and Selection Policy

Reviewed: Spring 2022	Next Review: Spring 2023	Committee: Safeguarding	Status: Statutory
-----------------------	--------------------------	-------------------------	-------------------

Contents

1	Introduction	3
2	Aims of the Policy	3
3	Responsibilities	3
4	Safer Recruitment	4
5	The Planning Process	4
6	Advertising	4
7	The Application Process	5
8	The Selection Process	6
9	Job Offers to Successful Candidates	8
10	Appointment and Promotion of Existing Staff	9
11	Use of Fixed Term and Temporary Contracts	9
12	Use of Supply Staff, Volunteers and Contractors	9
13	Employment of Migrant Worker	9
14	Monitoring	9
15	Induction Programme	10
16	Single Centralised Record of Members of Staff	10
17	Data Protection	10
18	Ongoing Employment	10
19	Leaving Employment	11
20	Status of Policy and Review	11
	Appendix DBS Administration Procedure	12

1. Introduction

This policy has been introduced to provide a framework for the efficient and effective recruitment of all categories of staff at the Newlands CofE School Federation.

The Governing Body values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which pupils can thrive.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance document 'Keeping Children Safe in Education'.

2. Aims of the Policy

- To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the relevant school.
- To ensure a consistent and equitable approach to the appointment of all staff.
- To ensure that all relevant equal opportunities legislation is adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
- To ensure that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff are suitable to work with children and young people.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.
-

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

3. Responsibilities

The Governing Body, with appropriate advice from the Headteacher, is responsible for determining the staffing complement of both schools and for all appointments to the school staff.

The Headteacher and one or more governors, will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group.

Once the selection panel has been agreed, the lead person, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

4. Safer Recruitment

Matters relating to child protection, safeguarding and the promotion of the welfare of children will be central to the recruitment process, starting with the planning of recruitment needs through to the selection exercise and appointment itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are neither exhaustive nor intended to obviate the need to refer to the most recent DfE guidance as necessary.

5. The Planning Process

The Resources Committee of the Governing Body, in conjunction with the Headteacher, will review the staffing requirements of both schools annually and assess the short and long term recruitment needs so that, as far as possible, a planned approach to resourcing the schools can be taken.

Before the start of the recruitment process, there will be a review of the requirements of the specific role. Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the selection panel.

Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the postholder.

The person specification will also be assessed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Safeguarding Measures when Planning for Recruitment

- A statement of the Federation's commitment to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification.
- The job description will clearly set out the extent of relationships and contact with pupils and the degree of responsibility for children and young people that the postholder will have.
- All person specifications will give consideration to the need for the postholder to be suitable to work with children and young people. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.
- All shortlisted applicants will be notified that any relevant issues arising from references will be taken up at interview.

6. Advertising

6.1 All posts

All teaching and non-teaching posts will be advertised internally within the schools and in any relevant vacancy circular. Posts may additionally be advertised on appropriate internet jobs sites, social media and/or in national/local press.

In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.

Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.

6.2 Leadership posts

Headteacher, Deputy Headteacher and School Leader posts will be advertised as the Governing Body considers most appropriate. As a general rule, such posts will, as a minimum, be advertised on a relevant internet jobs site and may additionally be advertised in a nationally printed publication.

Where the Governing Body has determined that there is good reason not to advertise a leadership post the decision-making process will be clearly documented.

Safeguarding Measures when Advertising:

- All advertisements will include:
 - a statement about the Federation's commitment to safeguarding and promoting the welfare of children and young people, making clear that safeguarding checks will be undertaken;
 - information about the safeguarding responsibilities of the post (as per the job description and person specification); and
 - whether the post is exempt from the Rehabilitation of Offenders Act 1974, subject to the filtering rules which 'protect' certain spent convictions and cautions from disclosure.
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

7. The Application Process

For all posts, information packs will be sent, or made available electronically, to all interested parties. The information pack will generally consist of:

- a letter from the person leading the recruitment process;
- a job description and person specification;
- an application form, including an equality monitoring form, with details for completion;
- a copy of, or a link to, the Federation's:
 - equal opportunities policy statement;
 - child protection policy and practices;
 - policy on employment of ex-offenders;
- a statement of terms and conditions relating to the post (hours, salary etc);
- information about the recruitment process (interview dates etc);
- any other relevant information regarding the post and the relevant school.

Applications received after the closing date will not normally be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel, or there has been a low response to the advertisement.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Safeguarding Measures for Applications:

- All applications must be made using the application form for the position to ensure receipt of all relevant personal data, education and employment history, qualifications, details of referees and a statement of personal qualities and experience. CVs will not be accepted.
- The application form will include a statement that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

8. The Selection Process

8.1 The selection panel

A selection panel of at least two people will be set up prior to the shortlisting process. The members of this panel will be comprised of the Headteacher and one or more governors, plus any of the following, as appropriate to the post:

- Deputy Headteacher
- School Leader
- Line manager for the post
- The local authority's and diocesan authority's representative (for Headteacher and Deputy Headteacher appointments)
- Professional advisers where particular expertise or guidance is required.

Wherever possible, all those with responsibilities for recruitment, including panel members, will have been trained in and/or have relevant experience of recruitment and selection and interviewing, particularly safer recruitment practices.

Where a candidate is known personally to a member of the selection panel this fact should be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and to ensure equal treatment of candidates.

Safeguarding Measures for the Selection Process

- At least one member of the panel will have completed appropriate safer recruitment training.

8.2 Shortlisting

Prior to shortlisting, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the shortlisting process to accommodate a disability, this will be notified to the chair of the selection panel.

The shortlisting process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

If a disabled applicant meets the minimum criteria for the person specification, then he/she will be shortlisted.

Safeguarding Measures for Shortlisting

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the shortlisting process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

8.3 References

References will be requested for all shortlisted candidates (including, where appropriate, internal applicants) prior to interview. The Federation will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (including information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Any applicants currently working in a school setting will be expected to give the Headteacher/Principal of that school/college as one referee. References from family members or friends will not be acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

Safeguarding Measures for References

- References will be sought and obtained directly from the referee. References or testimonials provided by the applicant will not be accepted.
- References will seek relevant and objective information, including information to verify the applicant's suitability to work with children and young people.
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.

8.4 Other checks prior to interview

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

Applicants will be asked to provide details of any cautions, convictions, reprimands and final warnings that are not protected (i.e. that are not filtered out), as well as any other relevant information, prior to interview.

Where shortlisted applicants have disclosed a criminal record or have proceedings pending against them, and/or have had any sanctions imposed by the Teaching Regulation Agency (or its predecessors) then this will be followed up at interview as necessary. In certain cases it may be necessary to have a discussion with the applicant prior to the interview.

8.5 The interview and selection process

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities taking place in order that reasonable adjustments may be made to the recruitment process if required.

Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.

Whichever methods are chosen, the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children and young people. The selection panel will ensure that all candidates are asked the same core questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Particular care will be taken to ensure that no questions or selection methods could be viewed as discriminatory.

Safeguarding Measures for Interview and Selection

- Invitations for interview will require candidates to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc.

- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm education and professional qualifications. Copies of all documents will be kept on file for successful candidates.
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

9. Job Offers to Successful Candidates

9.1 Job offers

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditional, e.g. satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK and other relevant details.

9.2 Conditions of Appointment

Any offer of employment at the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- Verification of the appointee's identity, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children's Barred List);
- Verification of the appointee's medical fitness to undertake the role;
- Verification of the appointee's right to work in the UK (including a photocopy of the original evidence provided);
- Verification of the appointee's qualifications, if not verified following interview.

Where it is a requirement of the post the offer will also be conditional upon:

- Verification of professional status, e.g. QTS/QTLS status, successful completion of statutory induction etc;
- A completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations;
- Satisfactory completion of a probationary period.

If the successful candidate has lived or worked outside the UK, the offer of employment will also be conditional on such additional checks as the Federation deems appropriate.

If any of the following circumstances come to light during the vetting process the facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate:

- Candidates are found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- An applicant has provided false information in, or in support of, his/her application; or
- There are serious concerns about an applicant's suitability to work with children.

10. Appointment and Promotion of Existing Staff

The Federation values the contribution of all staff within both school communities and seeks to retain key skills. The Federation will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the schools and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within the schools. Where a member of staff applies for a vacant post they will

be given equal consideration alongside external candidates, based on the essential criteria for the post.

11. Use of Fixed Term and Temporary Contracts

Where it is determined that posts are only of a short-term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed-term basis for genuine reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the postholder will usually be given an extension to their fixed period contract.

Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary postholder to be offered the permanent contract. It will be for the Headteacher to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the relevant school and the original recruitment process that was undertaken.

12. Use of Supply Staff, Volunteers and Contractors

The Federation workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. The Federation values the diversity that this brings to its community as it strives to provide a safe environment and improve the standards of teaching and learning for all pupils. To ensure the continued high standards of contributions, we will:

- Use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

13. Employment of Migrant Workers

The Federation will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.

14. Monitoring

The Governing Body is mindful of its commitment to best practice in recruitment and its obligations under both the Equality Act 2010 and DfE safer recruitment guidance and will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy. The results of this monitoring and any recommended actions will be reported to the Governing Body on an annual basis.

15. Induction Programme:

All new employees will be given an induction programme which will clearly identify all relevant policies and procedures, including the Child Protection Policy, the Code of Conduct, and

KCSIE, and make clear the expectations which will govern how staff carry out their roles and responsibilities. All new employees will receive safeguarding training booked at their start date. This will include information from Working Together to Safeguard Children, KCSIE and Prevent training.

16. Single Centralised Record of Members of Staff:

In addition to the various staff records kept by the Federation and on individual personnel files, a single centralised record of recruitment and vetting checks is kept. This is kept up-to-date and retained by the Business Manager and checked each term by the Headteacher and a governor with responsibility for safeguarding. The Single Centralised Register will contain details of the following:

- All employees who are employed to work.
- All employees who are employed as supply staff whether employed directly or through an agency.
- All others who have been asked to work in regular contact with children.

This will cover volunteers, governors, peripatetic staff and people brought into either school to provide additional teaching or instruction for pupils but who are not staff members, e.g. sports coaches etc.

A designated governor will be responsible for auditing the Single Centralised Register and reporting his/her findings to the full Governing Body annually.

17. Data Protection

Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for a period of six months, after which time they will be securely destroyed. Inappropriate access or disclosure of recruitment data constitutes a data breach and should be reported in accordance with the Federation's data protection policy. It may also constitute a disciplinary offence, which will be dealt with under the Federation's disciplinary procedure.

18. Ongoing Employment

The Federation recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The Federation will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure. Members of staff will receive regular safeguarding training.

19. Leaving Employment:

Despite the best efforts to recruit safely, there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment

checks, the Federation also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at a school despite being barred from working with children; or
- has been removed by the Federation from working in regulated activity (whether paid or unpaid); or
- has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child. If the individual referred to the DBS is a teacher, the Federation may also decide to make a referral to the Teaching Regulation Agency.

20. Status of Policy and Review

The content and operation of this policy is reviewed as and when deemed necessary by the Governing Body. The policy is discretionary and does not confer any contractual rights.

Appendix

DBS Administration Procedure

The Federation applies for Disclosure and Barring Service (DBS) checks for staff and volunteers (either external volunteers or parent helpers or people on work experience who are unable to apply for a DBS check through another organisation) through Strictly Education. This is an on-line process and the School Business Manager will verify the applicant's identity and address using the requisite original documents supplied by the applicant.

Staff

All staff are required to have an **enhanced DBS check** before they start work at either of the Federation schools. This is to be done as part of the recruitment process. New DBS checks will only be performed in the event of a member of staff having a break in employment. Staff are requested to register with the DBS update service.

All staff members must be recorded on the relevant school's Single Central Record (SCR).

Students and Student Teachers

All students should have a DBS from their university available for inspection, or a letter from the university stating that they hold a DBS for the individual, including the expiry date. The student's identity will be checked at the time they commence work/work experience at either school and their name will be recorded on the SCR.

Volunteers (Parent or Otherwise)

As a general rule, parent and other volunteers in school will usually be supervised by school staff and generally "work" in public areas of the school.

1. All parents or other volunteers who accompany children on residential trips must have an enhanced DBS check done before going on the school trip. The names of these parents will be recorded on the SCR.
2. All parents or other volunteers who work with children on a regular basis (weekly or more often) must have an enhanced DBS check. The names of these parents will be recorded on the SCR.

DBS checks done in the name of either Clandon School or Shere School will be accepted across the Federation.

3. For parents who volunteer less frequently such as occasional helpers for school trips (apart from residentials), school fairs, PTA, occasional classroom helpers etc, we will ensure they are supervised when helping in classrooms or on trips. They will still be recorded on the SCR.

Governors

Whilst governors do not work regularly with the children in either school, it is considered to be good practice for them to hold an enhanced DBS check and their names will appear on the SCR.

Surrey County Council and Strictly Education Staff

All SCC and Strictly Education staff who may have unsupervised access to children or routinely visit schools must show their photo ID badge which has the next renewal date of their current DBS check. They must all have enhanced DBS checks undertaken on a 3-yearly basis.

Other External Clubs

Staff of external clubs providing after school activities such as sports coaching, dance etc are required to produce their enhanced DBS certificate before the club starts, together with identification (e.g. photo driver's licence). A letter from the umbrella organisation will be requested to confirm that all necessary safeguarding procedures and checks have been carried out together with the relevant disclosure number(s) and date(s). Names will be recorded on the SCR.

UPDATES TO DBS

Review

The Newlands Governing Body will review this procedure biennially or when there are changes to legislation.

Date last reviewed	Spring 2022
Date for next review	Spring 2024
Signed	