

Safer Recruitment Policy

2021-2023

Title of Policy	Safer Recruitment Policy
Policy Type	Statutory
Review Cycle	2 Years or in response to KCSIE updates
Prepared By	Margaret Adams
Committee Responsible	Students Wellbeing & Community
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Date of Next Review	Spring 2022



1 INTRODUCTION

1.1 This document describes the recruitment policy for all teaching and associate staff at Earl Mortimer College & Sixth Form Centre. All provisions of the Keeping Children Safe in Education (January 2021) and Working Together to Safeguard Children (July 2018) are incorporated within this policy.

1.2 Decisions concerning the need to recruit staff are delegated to the Principal by the Governing Body. All such decisions will be made in the context of the relevant curricular needs and financial circumstances.

1.3 Decisions concerning the remuneration for teaching posts will be made in accordance with the Performance Related Pay Policy and Associated Pay Scales and for Associate Staff will be subject to the Herefordshire Council Pay Scales.

2 EQUAL OPPORTUNITIES

The governing body will abide by all relevant legislation and, in particular, will not discriminate on grounds of any of the protected characteristics listed in the 2010 Equality Act:

- Age
- Disability
- Gender reassignment
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation

The governing body will promote equality in all aspects of College life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

3 ADVERTISING VACANCIES

3.1 Determination of the need to advertise nationally, locally or internally.

When a vacancy arises it cannot be assumed that a 'like for like' replacement is appropriate and therefore the requirements for any replacement member of staff will be reviewed and analysed by the Senior Leadership Team.

3.1.1 Teaching posts – National advertisements will be placed for permanent posts which are newly created or in those cases where the previous post-holder has taken up a new post. Such an advertisement will be placed on the College website via Eteach, Herefordshire Council website and their 'Job Opportunities' bulletin, together with the Department for Education Teaching Vacancies portal. Alternative options may also be explored for hard to recruit to posts including advertising in Universities and on other neighbouring Local Authority websites.

Associate Staff Posts – The advertisement will be placed on the College website via Eteach, the Herefordshire Council website and their 'Job Opportunities' bulletin and Indeed.

3.1.2 In cases where a member of staff is employed on a fixed-term contract for a post which then becomes available as permanent, the position will be re-advertised as such and will be subject to the same recruitment principles.

3.1.3 For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the College website, Herefordshire Council website and their 'Job Opportunities' bulletin and E-teach.

3.1.4 Where staff are invited to take on a management or leadership responsibility for a fixed-term in an acting capacity or which is subject to a TLR 3 payment, this will be advertised internally.

3.2 Content of Advertisements

Advertisements will specify the main subject to be taught or role, and/or the nature of any management responsibility, the start date of the appointment, whether the post is permanent or fixed-term, and in the case of fixed-term contracts, the end date of the contract and the reason for the contract being for a fixed term, for example – Subject to Pupil Premium Funding.

Teaching posts – the remuneration for the post will be expressed in terms of the agreed pay scales for teachers as per the College Performance Related Pay Policy.

Associate Staff posts – the remuneration for the post will be expressed in terms of the Herefordshire Council Salary Scale.

The closing time and date for applications will be stated.

Advertisements for all posts will include the offer to visit the College in advance of submitting a completed application form.

Advertisements for all posts, teaching and associate, will include the following statement:

“Earl Mortimer College & Sixth Form Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions carry a requirement for the receipt of a satisfactory enhanced DBS disclosure.”

4 APPLICATIONS

4.1 Process

Prospective applicants will respond to the advertisement by requesting or downloading further information and the appropriate Teaching or Associate Staff application form. Earl Mortimer College & Sixth Form Centre uses the Herefordshire Council standard application form for Teaching or Associate Staff which also includes an equal opportunities monitoring form.

Teaching Application Packs will include as a minimum the following documents:

- Introductory Letter
- Faculty Brief
- College Prospectus
- Electronic link to or hardcopy of the latest Ofsted Report
- Job Description and Person Specification
- Teaching Application Form including Equal Opportunities Form
- Safer Recruitment Policy

Associate Staff Application Packs will include as a minimum the following documents:

Introductory Letter
Job Description and Person Specification
Associate Staff Application Form including Equal Opportunities Form
Safer Recruitment Policy

The application form will be returned to the College by the specified closing date accompanied by a supporting letter. A Curriculum Vitae will not be accepted as an alternative to a completed application form. Hardcopy and electronic applications submitted by e-mail to the recruitment@emc.hereford.sch.uk will be accepted.

4.2 Applications received after the closing date

Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by postal or electronic delay.

5 SELECTION PROCESS

5.1 Long Listing, Short Listing and Requesting References

When a large number of applications are received, a long list of the most suitable candidates will be selected as follows:

5.1.1 For the post of Principal, by a panel of at least 5 Governors which will include the Chair of Governors;

5.1.2 For the posts of Vice Principal or Assistant Principal, by a representative from the Resources Committee of the Governing Body and the Principal;

5.1.3 For other teaching posts, by the Principal together with members of the Senior Leadership Team and/or the relevant Faculty Leader as appropriate;

5.1.4 For Associate Staff the College Business Manager and/or College Finance Manager and a member of the Senior Leadership Team.

The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

References will be requested for the top five scoring applicants on the long list, effectively creating a short list. Referees will be asked to complete the appropriate College Reference Request Form for teaching or associate staff, which also asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.

- One referee must be the current or last employer;
- If the employer is/was a school or College, then the referee provided must be the Headteacher/Principal;
- Where the applicant is not currently working with children but has done so in the past, the second referee should be the employer by whom they were most recently employed in work with children.

The applicant's previous employment history will also be verified by the College Business Manager.

For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment.

5.2 Invitation to Interview

5.2.1 The applicants that have been shortlisted will be invited to interview, in anticipation of references being received prior to the interview date.

5.2.2 For posts paid on the Main and Upper Pay Range for qualified teachers, the final selection process will be carried out in one day. For Leadership Group posts, the final selection process will normally be over a two day period.

5.2.3 For Teaching Staff when the candidates are invited to interview, they will be given information concerning the interview, including the need to prepare for a one hour lesson on a specified topic and any presentation that may be required. This will be in the format of a schedule for the day which will include all timings and locations for each element of the interview process.

5.2.4 For Associate Staff, candidates are invited for interview and will be provided with any information required regarding preparation for the interview which is specific to the role.

5.3 Interviews

During the Coronavirus Pandemic, Earl Mortimer College may carry out interviews via video-conference instead of face-to-face to mitigate the risks with regards to the virus and adhere to the Government guidance. It is anticipated that the College will return to the procedure noted in this section of the Policy when the Government advises that the risk has now reduced sufficiently to resume normal working practice.

5.3.1 Teaching Posts – In most cases, all candidates will be invited to attend for interview at the same time, normally arriving at the College for 8:15am. College Reception will open at 8:00am on interview days as candidates will need a parking permit for the car park and will also need to sign in as a visitor. A copy of the finalised schedule for the day will be provided to candidates upon arrival.

Associate Staff posts – candidates will be invited to attend interview at a mutually convenient time within the College day.

5.3.2 Teaching Posts – Candidates will then be welcomed by the Principal and a second member of the Senior Leadership Team who will further outline the programme for the day, explain any particular circumstances concerning the post and provide a general overview of the College.

Associate Staff Posts – On arrival, the candidate will be met by the College Business Manager or College Finance Manager as detailed in the invitation to interview letter.

5.3.3 Teaching Posts – During the morning, the candidates will have a tour of the College. Wherever possible, this will be conducted by our Sixth Form Ambassadors or College Prefects.

Associate Staff Posts – Candidates will be given the opportunity to visit the College in advance of the interview process for a tour.

5.3.4 Teaching Posts – All candidates will be asked to deliver a one hour lesson as part of the selection process. In many cases, more than one teaching group will be involved and care will be taken to ensure that the teaching groups used provide similar opportunities for candidates to demonstrate their teaching style and skills. Each lesson will be observed by at least one member of staff at any point during the hour.

5.3.5 Teaching Posts – For those posts which include a middle management responsibility (Learning Manager or Faculty Leader), the candidates will be asked to undertake a task relating to a specific management topic, for example – data analysis. Candidates may also be asked to give a presentation about a management related topic. The presentation will be of 10 to 15 minutes duration.

5.3.6 Teaching Posts – The formal interview panel will generally include:

- For posts which do not include a management responsibility and for those with a TLR 2.1 or 2.3 allowance, the Principal, Vice Principal or Assistant Principal and the relevant Faculty Leader or Line Manager.
- For posts which include a TLR 2.5 allowance, a governor in addition to the staff already listed.
- For Assistant or Vice Principal posts, usually two governors in addition to staff already listed.
- For Principal posts, the full Governing Body.

The panel will convene before the start time for the interviews in order to agree the questions that the candidates will be asked.

5.3.7 For all posts, at least one person on the interview panel must have current accreditation in Safer Recruitment. Please see appendix 1 with details of the current staff and Governors who have this accreditation.

5.3.8 Teaching posts – When candidates attend for interview, they will be expected to provide:

- Originals of the relevant certificates as proof of their qualifications where these are required for the post. (Degree, QTS Status and Induction Period Completion Certification, A Levels and GCSE qualifications.)
- Suitable proof of identity (driving licence photocard or passport);
- Proof of address (recent utility bill, bank or credit card statement);
- Current Enhanced DBS certificate.
- If the person has lived or worked outside the UK, provide statements of Good Conduct of the host countries equivalent of a DBS will be undertaken.

These will be checked and recorded on the Single Central Register.

Due to the Government response to the Coronavirus Pandemic and subsequent periods of school closure, identity checks may be undertaken viewing documentation via video conference in the first instance with the individual bringing the original documentation to be viewed as soon as is practicable and safe to do so prior to taking up post.

5.3.10 Interviews will normally be of 30 – 50 minutes duration. All candidates will be questioned about their employment history. Any breaks in employment will require justification.

5.3.11 The core interview questions will be the same for each candidate and will be produced in advance of the process in the form of an Interview Evaluation Form. The form includes statutory safeguarding questions. The only variation between candidates will be for those questions which refer directly to the application form, letter of application, references or issues that have arisen earlier in the selection process.

5.3.12 At the end of the interviews, the candidates will be asked if they have any questions for the panel.

5.3.13 Teaching posts – The Chair of the Panel (normally the Principal) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

For Associate Staff – the Chair of the Panel (College Business Manager or College Finance Manager) will then confirm the salary for the candidate and ask whether he or she is still a firm candidate for the post.

5.4 Making the Final Selection

5.4.1 The panel will make the final selection. The reasons for the unsuccessful candidates not being appointed will also be agreed so that the Chair of the selection panel can provide feedback to those candidates.

5.4.2 The successful candidate will be formally offered the post and the salary level will again be confirmed. A conditional offer will be made subject to:

- Verification of a candidates identity – *during Coronavirus Pandemic and school closure initial ID checks may be completed via video call, with original documentation being viewed in person as soon as possible.*
- A satisfactory enhanced DBS and barred list check. *(For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity.)*
- A check that the candidate is not subject to a prohibition order or previous GTCE sanction or any sanction or restriction imposed by professional regulating authority using the Department for Education –Teacher Services – Employer Access - School.
- Qualification check – Department for Education –Teacher Services – Employer Access – Schools should be used to verify QTS, QTLS and completion of induction period. Original certificates for Degree, A Levels and GCSEs or equivalent.
- In the event that the successful candidate is still undertaking training to become a teacher, this will also include the condition of successful completion of their PGCE, ITT or GTP placement.
- For Newly Qualified Teachers this will also include successful completion of the Statutory Induction Period.
- For associate staff this will be subject to completion of a successful probationary period.
- Receipt of a Pre-Placement Medical Assessment clearance
- Receipt of two references
- Right to work in the United Kingdom.
- Completion of Induction Process including Safeguarding Training.
- If the person has lived or worked outside the UK, criminal records checks for overseas applicants will be undertaken.

5.4.3 The unsuccessful candidates will be informed of the decision and, wherever possible, they will be offered feedback on their interviews. The successful candidate is not offered feedback.

6 TRAINEE/STUDENT TEACHERS

6.1 Where applicants for initial teacher training are salaried by the school, the school or will ensure that all necessary checks are carried out. As trainee teachers are likely to be engaging in regulated activity, an enhanced DBS certificate (including barred list information) must be obtained.

6.2 Where trainee teachers are fee-funded, it is the responsibility of the initial teacher training provider to carry out the necessary checks. The Assistant Principal co-ordinating the placement should obtain written confirmation from the provider that it has carried out all pre-appointment checks that the school would otherwise be required to perform, and that the trainee has been judged by the provider to be suitable to work with children.

7 USE OF AGENCY WORKERS

On occasion it may be necessary to utilise workers provided by an external agency, for example, to cover short to medium-term absences or vacancies. In order to ensure the safety and welfare of all students at Earl Mortimer College & Sixth Form Centre, it is essential that agencies supplying workers also adopt robust recruitment and vetting procedures that minimise the risk of employing people who may abuse them, or who are otherwise unsuited to such work.

The current agencies that we use to regularly engage agency workers are:

- Outstanding Education
- Hoople Limited

In these circumstances, the Agency will be required to provide written assurances about their recruitment and selection practices and, in particular, that workers supplied by them have been subject to the same level of checks and safeguards as if they had been taken on directly by the College. For this purpose, the Agency will be required to confirm in writing, to the satisfaction of the Principal and Senior Leadership Team, that all the appropriate checks have been taken before the agency worker will be accepted.

The Assistant Finance Manager will check the identity of the person presenting themselves for work on arrival and the Cover Organiser will arrange the appropriate induction and training for an agency worker.

8 VOLUNTEERS

The College regularly has parents and other professionals who offer their services to the College free of charge. Occasional Volunteers and visitors will be supervised by an existing member of staff and a Risk Assessment of the activity will be undertaken. As this is not regulated activity and the volunteer is supervised at all times an enhanced DBS is not required.

Volunteers who are in College undertaking regulated activity, for example a Parent who is also a sports coach and offers to do a regular after school club, with an existing member of staff, will be subject to an enhanced DBS check.

9 CONFIRMING THE APPOINTMENT

9.1 The College Business Manager will generate a letter confirming the offer of the post which will be sent to the successful candidate as soon as is practically possible following the interview. The letter will reaffirm any conditions to which the appointment is subject, 5.4.2 above. The letter will include a form for the candidate to complete which confirms their acceptance of the post.

9.2 Paperwork, including bank detail and tax information forms, Pre-Employment Health Questionnaire and other details will be sent to the successful applicant, either with the above letter or on receipt of the letter confirming acceptance. The electronic link to complete the DBS check form will also be e-mailed to the candidate.

10 TAKING UP THE POST

10.1 Candidates may not take up their post until the following have been completed:

- An enhanced DBS and barred list information check has been carried out and the Assistant Finance Manager has seen the original DBS certificate and recorded the details on the Single Central Register.
- Proof of Personal Identity and Right to Work in the UK Form. If the person has lived or worked outside the UK further checks as per paragraph 172 of the KCSIE document.
- A check has been made that the candidate is not subject to a prohibition order or EEA sanction using the Department for Education –Teacher Services – Employer Access - School.
- Qualification check has been recorded on SCR and SIMS.
- Pre-employment Health clearance report received from NHS.
- Signed hard copies of two references have been obtained and placed in the candidate's file.

10.2 The College reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in sections 5.3.8 and 8.1 have been falsified in any way.

In the event that the outcome of the DBS check is not clear, the following procedure will occur:

- i. There will be a discussion with the individual member of staff;
- ii. A Risk Assessment may be prepared. This will focus upon the matter of whether the person is deemed safe to continue in their duties;
- iii. Follow-up with a previous employer may be conducted;
- iv. Plus other reasonable enquiries on a case-by-case basis.

11 INDUCTION

11.1 Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct them properly on commencement.

11.2 A formal Induction Day is run for all new starters who are to join the College. The Induction Day is also offered to those staff already employed by Earl Mortimer College but appointed to new roles. Topics covered during the day include:

- College values, ethos and beliefs.

- Staffing structure with roles and responsibilities
- Sessions with the appropriate Faculty Leader, Learning Manager or Senior Leadership Team member to cover the values and ethos that underpin the work in the classroom.
- Housekeeping issues
- Safeguarding Training – information on professional standards and boundaries in respect of child protection and safeguarding and promoting the health, safety and welfare of students. Reference will be made to relevant statutory requirements, including:
 - 'Keeping Children Safe in Education' – all staff are required to read and sign for 'Part One – Safeguarding Information for All Staff'. This document is also incorporated into the College's Safeguarding Policy as an appendix.
 - Workshop to Raise Awareness of Prevent (WRAP) will be run by the Designated Safeguarding Officer each academic year to refresh existing staff knowledge and introduce new staff to College procedure.
- The importance of adhering to College policies and procedures in all areas will be emphasised, including the Staff Code of Conduct referred to in the Staff Handbook. Care will be taken to ensure that all new employees, including those in new roles, are aware of and understand College policies, procedures and practices and are clear about their responsibilities in following them at all times.

11.3 This should be seen as additional to the more formal induction or probationary periods also required in relation to certain new appointments:

- Newly Qualified Teachers (NQTs) are required to satisfactorily complete a statutory induction period. Where applicable, the induction period will be applied in accordance with the relevant regulations and statutory guidance issued by the DfE.
- Associate Staff will be subject to a six month probationary period.

12 A SAFE CULTURE

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the students are safe and there is no risk to them within the educational environment. Creation of a safe culture, with on-going vigilance is essential.

Earl Mortimer College & Sixth Form Centre will continue to strive and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees are aware of and understand them;
- Setting acceptable standards of behaviour;
- Having in place clear procedures for reporting concerns, ensuring that all employees know what the procedures are and their responsibility for following them;
- Taking concerns seriously and providing support to individuals raising them;
- Taking appropriate action in relation to concerns raised;
- Having in place robust and appropriate induction arrangements;
- Ensuring that all employees undertake safeguarding training and other relevant training on a regular basis
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and/or reminders through Teachers Toolkit, INSET, Email advice updates etc.
- Learning from experience.
- Never thinking that enough has been done to ensure a safe culture.

SAFER RECRUITMENT TRAINED STAFF AND GOVERNORS

Alison Banner – Principal

Phil South – Vice Principal

Julian Wharam – Assistant Principal

Nigel Maddock – Assistant Principal

Margaret Adams – College Business Manager

Andy Gosling – Chairman of Governors

Updates & Revisions

Policy Written & Adopted November 2015

Revisions November 2016 & Adopted December 2016

- 1.1 Amendment – Reference to updated KCSIE Guidance.
- 5.3.7 Addition – JAH – Safer Recruitment Training.
- 5.4.2 Addition – Reference to regulated activity.
- 8.1 Addition – Checks regarding those who may have lived or worked outside the UK.
Amendment – Name change of secure portal for prohibition checks.
- 9.2 Addition – Reference to WRAP training.

Revision Autumn 2018

Amendments made following updated KCSIE 2018

Amendment – name change of secure portal for checks – Teacher Services' System

- 5.4.2 Addition - EEA Check
Addition – QTS and Induction check via Teacher Services' System
- 8 Insertion of reference to Volunteers.
- 9 Procedure to be followed when an individual's DBS is not clear.

Revision Spring 2021

Amendments made following updated KCSIE 2021.

Reference to virtual interviews in response to Coronavirus Pandemic.

- 5.3.8. Addition – Reference to virtual ID checks in response to Coronavirus Pandemic.
 - 5.4.2 Addition - Identity checks undertaken via video call.
Amendment - If the person has lived or worked outside the UK, criminal records checks for overseas applicants will be undertaken.
- Additional Section 6 – Trainee/Student Teachers.
- 11.2 Reference to Staff Code of Conduct.