



Safer Recruitment Policy For All Staff



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| Staff Responsible: | Mrs C. Waters |
| Governor Committee: | FGB |
| Status & Review: | Sept 2022 |
| Next Review Date: | Summer 2023 |

Summary

This Recruitment and Selection Policy has been produced in line with the DfE guidance ‘Safeguarding children and safer recruitment in education’ (February 2011, updated April 2012). This policy aims to ensure that both safe and fair recruitment and selection is conducted at all times. Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

Recruitment and selection policy statement

Town Farm Primary school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Town Farm Primary school is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce and appropriate knowledge, skills, experience and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high quality service.

Purpose

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair, effective and economic manner and that the school adopts a coherent and consistent approach to recruiting and retaining staff of the highest calibre.

To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

The policy applies to all employees and governors responsible for and involved in recruitment and selection of all school-based staff. Where a Head Teacher or Deputy Head Teacher is being appointed, the Governing Body will consult with the LA about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Head Teacher for appointing other than those to the leadership group.

Aims

Town Farm Primary school's aim is:

- To ensure that the safeguarding and welfare of children and young people occurs at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school-based staff
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process

Principles

The following principles are encompassed in this policy:

- All applications will receive fair treatment and a high-quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection should be carried out by a panel with at least two members. At least one panel member should have received training on the recruitment and selection process
- Selection should be based on a minimum of completed application form, short listing and interview
- Monitoring and evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.
- One member of the panel will have completed the safer recruitment training.

Equal Opportunities

Town Farm Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation. Town Farms Primary acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equalities Policy is the foundation for all its activities.

Safer Recruitment – Recruitment and Selection Training

Safer Recruitment is an online training package developed for Head Teachers and Governors, which aims to improve the recruitment processes in schools to help deter, identify and reject applicants who might be unsuitable to work with children.

It is a requirement that at least one member of the interview panel has completed this training successfully prior to the start of the recruitment process.

Pre-recruitment Process

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants who may currently be involved in the school or customers of the LA or future employees
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children

Application form

A standard application form should be used to obtain a common set of core data from all applicants. This will include a statement of commitment to safeguarding children and young people as follows:

This school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement.”

Job Description and Person Specification

An accurate job description is required for all posts. A person specification is a profile of the necessary requirements for the post.

Applications and shortlisting

An appointment team will be established at this stage which will usually consist of:

- The headteacher or other senior member of staff
- Other relevant staff e.g. SENCO, the line manager where this is not either of the above
- One or more governors where practical
- Local authority guidance sets out in more detail how the selection process applies to Deputy and headteachers

Once the closing date has passed, the appointment team will shortlist the candidates using criteria established within the person specification. Shortlisted candidates will then be invited for interview explaining that referees will be contacted and given further information about what they need to do in preparation. This will include bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

In line with the statutory guidance document Keeping Children Safe in Education (2022) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

The purpose of the online search is to uncover any information that may suggest the candidate is:

- a potential safeguarding risk
- their appointment may damage the reputation of the school or;
- they are unqualified for the role they have applied for

No recruitment decision will be made solely on the basis of an online search and all relevant information uncovered will be discussed with the applicant at interview.

All online searches will be conducted by individuals who not involved in any other aspect of the recruitment process.

No irrelevant information uncovered will be provided to the staff interviewing the candidate.

All candidates will be treated consistently. The same online search for all shortlisted candidates will be undertaken consisting of:

- A Google search of the candidate's name linked to their current employer, previous employer, educational institutions attended, previous job titles and news articles
- A search of LinkedIn, Twitter, Facebook, Instagram reviewing posts made over past 5 years.

(See Appendix 1.)

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. Ideally, references should be sought on all short-listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

Interview Panel

Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the

candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

- have the necessary authority to make decisions about appointments
- be appropriately trained, (one member of interview panels in school should have undertaken training ('Safer Recruitment'))
- meet before the interviews to:
 - reach a consensus about the required standard for the job to which they are appointing
 - consider the issues to be explored with each candidate and who on the panel will ask about each of those
 - agree their assessment criteria in accordance with the person specification
 - Where a candidate is known personally to a member of the selection panel it should be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Scope of the interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people
- his / her ability to support the authority / establishment's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and / or a referee
- ask the candidate if they wish to declare anything in light of the requirement for a CRB check

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare / discuss in light of the questions that have been (or will be) put to his/her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Conditional Offer of Appointment: Pre-Appointment Checks

An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references
- Verification of the candidate's identity
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH:
- DBS check
- Verification against the prohibition lists if appointed after September 2014
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QYS after 7th May 1999)

- (for non-teaching posts) satisfactory completion of the probationary period
- Verification of eligibility to work in the UK

Town Farm Primary School will liaise with the Personnel Provider in order to follow relevant Safer Recruitment/Safeguarding guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- Followed up where they are unsatisfactory or there are discrepancies in the information provided

Where:

- The candidate is found to be on List 99 or the DBS Disclosure shows s/he has been disqualified from working with children by a Court
- An applicant has provided false information in, or in support of, his / her application
- The school will abide by all the new DBS regulations, including making a referral to the DBS of any member of staff who has been dismissed or removed due to safeguarding concerns or would have been if they had not resigned. In addition, if there are serious concerns about an applicant's suitability to work with children the facts should be reported to the police and/or the DCSF Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team).

Once staff have been employed we will keep a live central record that:

- Gives the name of each staff member and confirmation of their identity has been verified.
- Confirm the authenticity of their qualifications.
- Show whether they have a criminal record, indicating when these details were last checked and by whom; and
- Confirm that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way.
- Using our vetting procedure to ascertain whether there is disqualification by association – this will be carried out on volunteers and agency workers too.
- Volunteers will have a DBS, show identification, and sign our volunteer agreement.
- Other agency workers will be checked by the agencies, but we will hold their DBS numbers and ask for identification to be shown to us.
- The school will keep agency workers, particularly longer fixed term contracts, accountable regarding disqualification by association, safe-guarding training, Online safety training and Prevent Duty training.

Post Appointment Induction

There should be an induction programme for all staff, governors and other volunteers newly appointed in the school, including teaching staff, regardless of previous experience.

Implementation of the policy

Our school will manage implementation of this policy with the support and guidance of the Local Authority.

General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

Links to Other Policies

- Safeguarding and Child Protection Policy
- Equality Policy

Review Date: Summer 2023



Signed: Head of School



Signed: _____ Chair of Governors

Appendix 1 Online Search Record

Why complete an online search?

Town Farm Primary School will use an online search to confirm a candidate's eligibility, and identify any potential safeguarding concerns or risks to the school's reputation. For example, it might reveal:

- A work history that doesn't match the CV and references provided (for example on LinkedIn)
- An education history that doesn't match the stated qualifications
- Attitudes that suggest the candidate is unsuitable for the role or risks damaging your school's reputation, for example posting pictures of/with students or expressing discriminatory opinions

Any information uncovered will not be used to unlawfully discriminate against a candidate. Caution will be exercised because the results of an online search may be misleading. Town Farm will be aware that any information it finds may be:

- Out of date
- Out of context or untrue
- Relating to someone else, especially if the candidate has a common name or uses a pseudonym for social media

Any issues of concern that come up in the search will be addressed with the candidate at interview and can avoid any confusion and could explain inaccuracies.

How to use this form

- Fill in the 'search parameters' column.
- Complete a separate copy for each candidate and give these to the Administrative Assistant who will carry out the searches. The person carrying out the searches should not be involved in carrying out interviews or making recruitment decisions
- Have the staff member carry out the searches as directed by the search parameters
- Ask them to return the forms back to you before you conduct interviews. Raise any concerns with the candidates



Online Search Results

Interview Candidates

Candidate name:

Role shortlisted for:

Searcher name:

Date and time of online search:

| SEARCH PARAMETERS | CONCERNS RAISED |
|---|---|
| <p>Google search: The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"> • 'Candidate name' • 'Candidate name' + 'current school/employment' • 'Candidate name' + 'previous school/employment' • 'Candidate name' + 'educational institution' • 'Candidate name' + 'job title' <p>Websites: The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> • LinkedIn • Twitter (checked the top 10 results) • Facebook (checked the top 10 results) • Instagram • Their current school's website | <p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none"> • Is unqualified for the role • Poses a potential safeguarding risk • Risks damaging the reputation of your school/trust <p>Don't include any irrelevant personal information.</p> |