

# Herne Bay High School's Safer Recruitment Policy Statement

<b>Policy reviewed by</b>	Mrs K Eagle	July 2024	<b>Date of next review</b>	July 2025	<b>Date of last ratification by Governors</b>	August 2024
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## Purpose of policy

The school is committed to safeguarding and promoting the welfare of children in education and expects all staff and volunteers to share this commitment. This policy has been developed to embed safer recruitment practices and procedures throughout the school in line with Keeping Children Safe in Education (KCSIE) Part 3. If there is any conflict between this policy and KCSIE, the statutory provision in KCSIE will prevail. This policy will be used to ensure Safer Recruitment in conjunction with the Child Protection Policy Appendix 2 and the Safeguarding Recruitment Statement which is shown as Appendix 1 of this policy.

## INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people 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.

This school recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of race, religion or belief, sex, sexual orientation, pregnancy or maternity, gender reassignment, age, marriage or civil partnership or disability.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Statement. The practices described in this document are designed to ensure a fair and objective process.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent after shortlisting and successful candidates will have an Enhanced Disclosure and Barring Service Check with Barred List checks. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances.

The school is committed to ensuring that people who have been convicted of a crime 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. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment

Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide, [DBS code of practice - GOV.UK \(www.gov.uk\)](http://www.gov.uk). This 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.

## **ROLES AND RESPONSIBILITIES:**

### **The School will:**

Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that 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.

## **INVITING APPLICATIONS**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

***The staff at Herne Bay High School are fully committed to safeguarding, the prevention of extremism and radicalisation; and promoting the welfare of children, if you are not as committed as we are please do not for this position. Applicants must be willing to undergo comprehensive child protection screening including checks with past employers, the Disclosure & Barring Service and Barred List Checks.***

All advertisements will include the following attachments when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- The school's Safer Recruitment Policy
- The school's Child Protection Policy
- A Safeguarding Recruitment Statement
- An application form

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed online will be asked to sign the form if called for interview.

A curriculum vitae will not be accepted in place of a completed application form.

## **IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. All interviews will include either the HR Manager, Principal or his delegate as the Safer Recruitment Lead. Trainee Teacher interviews will include the Induction Tutor as the Safer Recruitment Lead. The Safer Recruitment Lead MUST be Safer Recruitment trained in order to act in this capacity.

## **SELF-DECLARATION CRIMINAL RECORD FORM**

Shortlisted candidates will be asked to complete and sign a self-declaration form of their criminal record or information that would make them unsuitable to work with children. It will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended) since it involves working with, or having access to children, and so applicants are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)
- Prohibition from teaching (for teaching roles)
- Inclusion on the children's barred list
- Section 128 orders (for management and Governor roles)
- If they are known to the police and children's local authority social care
- Relevant overseas information

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

If the form only has an electronic signature, a written hard signature will be required at interview.

## **SHORT LISTING AND REFERENCES**

Candidates will be short listed against the person specification for the post.

Herne Bay High School will carry out an online search as part of our due diligence on shortlisted candidates. Any incidents or issues that have happened, and are publicly available online, might be explored with the applicant at interview.

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where deemed appropriate, eg if one of the above references is incomplete or contains anomalies and/or discrepancies, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Applicants current post and salary
- question regarding the applicants suitability to work with children
- question regarding the applications disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## **INVITATION TO INTERVIEW**

Candidates called to interview will receive:

- A letter or email confirming the interview and any other selection techniques
- Disclosure of convictions form
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

## **THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will be face-to-face where possible but if deemed appropriate, may be completed using appropriate web-based software such as Teams or Skype.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.
- Answer screening questions regarding extremism

## **EMPLOYMENT CHECKS**

An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS and barred list application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK
- Provide details of relevant overseas checks in line with KCSIE 2022 Section 232
- HBHS requires that overseas checks are provided for any staff member who has lived or worked outside of the UK 3 years prior to their commencement of employment with HBHS

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed. When a person begins work prior to the satisfactory clearance of a DBS check, a separate barred list check will be carried out and the person will remain supervised whilst in regulated activity.

For information: Successful candidates need to be aware that Common Law Police Disclosure, 2015 places a duty on police under notifiable occupations to inform the

employer (via the umbrella organization that undertook the check) if a member of the children's workforce, who has been DBS checked, subsequently commits an offence.

All new starters are asked to complete two online training courses prior to the commencement of their employment. These are An Introduction to Safeguarding and Prevent Awareness and full details will be provided within the Offer Pack.

## **INDUCTION**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

## **SUPPLY STAFF**

Herne Bay High School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

Herne Bay High School will carry out identity checks when the individual arrives at school.

## **DUTY TO REFER**

Herne Bay High School has a mandatory duty to refer to the Disclosure and barring Service when a member of staff has been dismissed for a safeguarding related breach, or a member of staff has resigned pending an investigation.

Herne Bay High School must refer a teacher to the Teaching Regulation Agency if they have been dismissed for serious misconduct, or if they resigned due to an investigation of serious misconduct.

## **Appendix 1 - Safeguarding Recruitment Statement**

### ***Applicants are advised that:***

- When applying, you must provide a full employment history, including periods of unemployment, with dates (to the nearest month) and the names and addresses of previous employers.
- Herne Bay High School reserves the right to contact your present employer and any previous employer.
- Employers will be asked about disciplinary offences, including those which have expired.
- The post for which you are applying is exempt under the Rehabilitation of Offenders Act, so all criminal convictions must be stated, with dates. If you are shortlisted for interview, you will be sent a form asking for this information. Failure to do so will disqualify the candidate from the appointment and, if appointed, may render the individual liable to immediate dismissal without notice.
- If successful in the selection process, you should be aware that you will be required to undergo a check carried out by the Disclosure and Barring Services to identify that you are a suitable person to work with children. Further checks will be made at regular intervals thereafter.
- An individual disqualified from working with children through any of the various means available is guilty of an offence if he or she knowingly applies for or accepts any work in a regulated position.
- Confirmation of your identity will be undertaken through the production of birth certificate/marriage or divorce certificate/passport, and educational/professional qualifications will be verified.
- Herne Bay High School will only offer appointments if the above checks are satisfactory; and will allow no unsupervised access to children before completion of all checks.
- Preliminary interviews will be used to ensure applicants have full understanding of the requirements of the jobs and its difficulties; young people may be involved in the selection process.

A probationary period of six months is standard practice for all new appointments to Herne Bay High School.