



Mayfield School

# Safer Recruitment Policy

Believe. Achieve. Succeed.

Respectful, Resourceful, Responsible, Reflective, Resilient, Ready

## Our School Vision

Our vision is to create a family ethos that raises aspirations and makes a real difference to the life chances of our young people.

## Our mission

All stakeholders, together, will create an environment of respect and inclusion where all young people are valued, supported, inspired and future ready.

<b>Approved by:</b> Personnel and Finance Committee	<b>Date:</b> 15 <sup>th</sup> March 2023
<b>Review frequency:</b> 2 years	<b>Statutory requirement:</b> No
<b>Last reviewed:</b> March 2023	<b>Next review due:</b> March 2025

## **PCC MODEL SAFER RECRUITMENT POLICY FOR SCHOOLS**

### **1. INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best applicants to vacancies in schools.
- Deter unsuitable candidates from applying for posts working with children and young people.
- Identify and reject those applicants who are unsuitable to work with children and young people.
- Ensure there is a robust process in place that sends out a clear message about the importance of safeguarding and safer recruitment in our schools.

This policy is not a replacement for the Schools Recruitment & Selection Policy, but incorporates elements of the full policy to highlight the importance of a safer recruitment process, and to embed these practices within school. This policy is in line with 'Keeping children safe in education' - statutory guidance for schools and colleges (KCSIE).

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/keeping-children-safe-in-education)

The school will monitor any recruitment agencies, and ensure they comply with this policy, supplying written confirmation that all relevant checks have been satisfactorily completed.

There are some statutory requirements for the appointment of some staff in schools that must be met, notably headteachers and deputy headteachers.

### **2. THE RECRUITING PANEL**

In line with statutory requirements at least one member of the interview panel will have successfully completed appropriate training in safer recruitment procedures. This individual will be involved throughout the whole recruitment process.

### 3. INVITING APPLICATIONS FROM PROSPECTIVE CANDIDATES

Advertisements for posts which will fall into the definition of regulated activity in schools will include the strap line:

*This school is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS check at Enhanced level will be required prior to any offer of employment.*

Application packs will contain as a minimum:

- Job description.
- Person specification.
- Application form.
- Information in the application form regarding all pre-employment checks.
- Details on how and by when to apply.
- Details of the selection process (e.g. shortlisting date/interview date where known).
- Contact name and number for organising a visit to the school and/or for an informal chat.
- The school's safer recruitment policy \*.
- The schools safeguarding policy and/or child protection policy.
- Any additional information about the school that may be useful to the applicant.
- Details about any online searches - If an online search will be conducted, candidates must be made aware (e.g. in recruitment materials, the safer recruitment policy, etc but could also be in an advert if suitable). It should be made clear that the reason for the online search is to identify any matters that might relate directly to the employer's legal duty to meet the safeguarding duties set out in KCSIE.

All applicants should complete the relevant application form in full and submit to the school as required.

The school will not accept CVs in place of the application form. Candidates who send only a CV will be asked to complete the relevant application form for the post.

Candidates who submitted an application to a vacancy by email will be asked to sign a copy of the application form at interview stage to confirm the information provided is true and correct.

#### **4. SHORTLISTING PROCESS**

Shortlisting of candidates will be completed against the person specification for the post.

Shortlisting will be consistent for all candidates and undertaken by a minimum of two people who will also be on the interview panel.

Any inconsistencies will be identified at this stage and if the candidate is taken forward to interview, probed fully.

#### **5. REFERENCES**

Where possible, references will be taken up before the interview process so any discrepancies or inconsistencies can be probed during the interview process.

References will be sought directly from the referee. Agreed references or testimonials provided by the candidate will not be accepted.

References should be provided from the current or most recent employer, and where possible at least one reference should be from the employer where the role involved working with children.

References will be sent using the standard reference templates (support staff, teaching and headteacher) to ensure all relevant information is received, including:

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

In order to verify the reference, the referee will be contacted by telephone to confirm who they are and their relationship with the candidate and to ensure the reference is coming from an appropriate source.

If any questions have not been answered or the reference is vague or unspecific, the referee will be asked to clarify or amplify their reference, as appropriate. The reference will be compared against the application form to ensure the information received is consistent.

Any discrepancy in the information received will be confirmed with the referee initially before following up with the candidate. Advice can be sought from HR.

Detailed notes on any exchange will be kept with the original reference.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Written consent will be needed to do this. A detailed written note will be kept of such exchanges.

Generally, staff have the right under the General Data Protection Regulation (2016/679 EU) (GDPR) to access information that an employer holds about them. However, there is an exemption under schedule. 2 to the Data Protection Act 2018 (which supplements the GDPR) that allows employers to refuse to disclose a confidential employment reference to a potential employee, current employee or former employee if he or she requests access to it.

A reference marked 'In Confidence' is considered exempt from subject access requests made by the data subject, however the reference must remain true, accurate and fair, refer only to matters of known documented fact and not be misleading.

In line with the Equality Act 2010, no information will be requested with regard to attendance, sickness absence and time keeping in the initial recruitment stage. This information will be requested from referees for the appointed candidate only once a conditional offer of employment has been made.

## **6. INTERVIEWS**

All shortlisted candidates called for interview will be sent details confirming the interview, with information on the selection process and details of the selection panel.

The selection process will be determined by the nature and duties of the post being recruited to. Schools may employ a number of selection tools, but as a minimum all vacancies will require a face-to-face interview of shortlisted candidates (If required and where feasible, visual electronic link face-to-face interviews may be undertaken).

Interview questions will be relevant to the post in line with the job description and person specification produced for the post.

At interview stage, candidates will be required to:

- Declare any information that may subsequently appear on a DBS check (Further details are available in the application form and the self-declaration and disclosure form).
- Where necessary, discuss any results of any online search results.
- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information they have provided to the recruiting panel.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

Responses to interview questions, and feedback from other selection tools will be clearly documented.

## **7. PRE-EMPLOYMENT CHECKS**

Successful applicants will be required to complete all necessary pre-employment checks which will include:

- References.
- Online search, as appropriate. With opportunity for the candidate to discuss.
- Verification of the candidate's identity.
- Verification of right to work in the UK. Completion of right to work declaration.
- Verification of the candidate's medical fitness - Health standards.
- Receipt of a satisfactory Enhanced DBS disclosure, and Barred List check.
- Separate Barred List check if the candidate is starting work in regulated activity before the DBS certificate is available.
- Prohibition to Teach Check - Prohibitions, sanctions and restrictions (For those undertaking teaching work).
- Verification of qualifications as required for the post.
- Verification of professional status where required e.g. QTS/QTLS status.
- Verification of successful completion of statutory induction period for teachers who obtained QTS post 7 May 1999.
- Completion of the Disqualification Self - Declaration Form (where appropriate).
- Additional checks on candidates who have lived or worked outside the UK.
- Checks on overseas trained teachers (OTTs).
- Proof of registration with a professional body (where appropriate).

All documents will be sighted by a member of school staff or HR (where appropriate), and where necessary copies taken and held on the individuals

personal file. All information will be recorded on the schools Single Central Record.

Certain checks are made via the Teacher Services system, a free service to check the record of a person being employed or considered for teaching.

DfE sign-in

[DfE Sign-in \(education.gov.uk\)](https://education.gov.uk)

[Teacher status checks: information for employers - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **8. INDUCTION OF NEW STAFF**

All new staff to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Appropriate training needs will be identified and regular meetings will be held with the employee during their induction.

Staff should know the referral process for safeguarding issues and the processes to follow for allegations made against staff, including the headteacher.

Keeping Children Safe in Education is statutory guidance that the school must have regard to when carrying out their duties to safeguard and promote the welfare of children. Governing bodies of maintained schools are asked to ensure that all staff in their school read at least Part one of the guidance [Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

## **9. USEFUL LINKS**

- Disclosure and Barring Service (DBS)  
[Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- School Staffing Regulations  
[The School Staffing \(England\) Regulations 2009 \(legislation.gov.uk\)](https://legislation.gov.uk)
- Keeping children safe in education - statutory guidance  
[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk)
- Staffing and employment advice for schools  
[Staffing and employment: advice for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

- Right to work checks  
[Right to work checks: an employer's guide - GOV.UK \(www.gov.uk\)](#)
- Right to work checking facility  
[Check if a document allows someone to work in the UK - GOV.UK \(www.gov.uk\)](#)
- Teacher Services system  
DfE sign-in [DfE Sign-in \(education.gov.uk\)](#)
- Criminal record information from overseas police forces  
[Criminal records checks for overseas applicants - GOV.UK \(www.gov.uk\)](#)
- Employing overseas trained teachers  
[Recruit teachers from overseas - GOV.UK \(www.gov.uk\)](#)