



Fairfield School

Safer Recruitment Policy

Version	Version 2.0
Date reviewed:	January 2020
Review date:	January 2021
Approved by Governors:	

January 2020

Safer Recruitment Policy

Introduction

Fairfield School is committed to ensuring a fair and transparent recruitment process that promotes equality and ensures the safeguarding and welfare of all our children and young people.

This safer recruitment policy forms an essential element of our safeguarding policies and procedures. It aims to instil confidence and reassure parents, careers and families that staff are suitably qualified and checked prior to commencement in their role. Safer recruitment is the first step to safeguarding and promoting the welfare of our children and young people at Fairfield. Our recruitment and selection process aims to be a fair, effective, robust and safe procedure for the purpose of building and maintaining an effective workforce. Fairfield takes its duties under the equalities act seriously and is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including Keeping Children Safe in Education September 2019. We also comply with Kirklees Safeguarding procedures and ensure that all supply agencies, students, volunteers and visitors supplying services to the School use Safer Recruitment practices.

Application

All adverts carry a statement on the School's Policy towards safeguarding children and the requirements for enhanced DBS checks. External candidates are encouraged to visit the school prior to interview.

Applicants for job vacancies should complete a Kirklees Local Authority form. The application contains the following information for all posts:

- Full identifying details of the applicant including current and former names
- Date of Birth
- Current address
- National Insurance Number
- Statement of any academic and / or vocational qualifications the applicant has obtained that are relevant to the position for which they are applying with details of the awarding body and date of award
- A full history since secondary education, including periods of any post-secondary education / training and any part time / voluntary work in addition to full time employment
- Start and end dates should be given in each case with explanations for periods not in employment or education / training and reasons for leaving employment
- A declaration of any family or close relationship to existing employees (including councillors and governors where relevant)
- Details of referees. One referee should be the applicant's current or most recent employer, and not be accepted from friends or relatives
- If the applicant has had any disciplinary offences, or convictions
- Where the applicant has been the subject of any safeguarding concerns, and if so, the outcome of the enquiry or disciplinary procedure

Job Description

- The main duties and responsibilities of the post
- The individual's responsibility for promoting and safeguarding the welfare of children and young people
- Reference to an Enhanced DBS Disclosure check

Person Specification

This includes:

- Qualifications and experience required
- Any other requirements needed to perform the role
- The competence and qualities that the successful candidate should be able to demonstrate, explaining how these requirements will be assessed during the selection process
- Explanation that if the applicant is short listed any relevant issues arising from their references will be taken up at interview

Short Listing

The purpose of the process is to identify which of the applicants will be invited for interview for the post. Full consideration is given to all application forms and supporting documentation which will be scrutinised by members of the selection panel to ensure that they are fully and correctly completed. The information provided needs to be consistent and not contain any discrepancies. Any anomalies or gaps in employment identified will be noted so that they will be addressed as part of the consideration of whether to short list the applicant. In addition to obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also needs to be explored and verified.

All application details must be treated with the utmost confidentiality. Information obtained in the case of the recruitment and selection process which may include information of a sensitive or personal nature must be kept secure, and retention periods should be adhered to. Recruitment and selection procedures will be reviewed and monitored on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age disability, marital status and sexual orientation.

References

Once short listing has taken place, references will be taken up before interview on all short-listed candidates, and must be sought and obtained directly from the referee. Open references, references from family members/friends, and 'to whom it may concern' testimonials will not be accepted. Referees will be sent a copy of the job description and person specification and asked to complete a Kirklees Authority form.

Interview

Candidates will be asked to bring documentation confirming their right to work in the UK. All original documentation will be photocopied and kept for a period of 6 months. The successful candidate will be required to complete an application for an enhanced DBS Disclosure. To comply with the Data Protection Act, schools should not retain copies of DBS certificates for longer than six months. It is recommended for regulated settings to undertake three yearly DBS disclosures on all staff.

Anyone involved in the recruitment and selection process who is either related to the candidate or has a close personal relationship outside work with the candidate who may affect their ability to be impartial must declare this to the rest of the panel. Interviews should be conducted by a panel of at least two interviewers. One must be a member of the SLT, and at least one member of the panel must have undertaken appropriate safer recruitment training. Interviews being held must be conducted by the same panel to ensure consistency of approach and provide a fair procedure.

Interviews must be conducted in a fair and consistent manner and be structured and systematic to ensure that questions asked relate to the experiences, skills, qualifications outlined in the personal specification. Responses to the questions are recorded and scored. This enables the panel to consider all candidates on the same basis. All candidates for all roles in school are asked a question relating to safeguarding; the protection of pupils is paramount throughout the recruitment process. Once the formal part of the interview process is complete the interview panel will reach a final decision. The selection is made on the basis of which candidate with the skills, competencies and experience to meet the schools current and future need best fits the criteria set at the start of the recruitment process.

The interview panel also explores:

- The candidate's attitude towards children and young people
- Their ability to support Fairfield's agenda for safeguarding and promoting the welfare of our young people
- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and /or a referee (It is acceptable to ask individual issues relating to information contained within references)
- Any possible issues to be explored with each candidate
- If the candidate wished to declare anything in light of the requirement for a DBS disclosure

We are committed to involving children and young people in the recruitment and selection process where appropriate. This may be by lesson observation in school, or group activities which may include a pupil interview panel.

Conditional Offer of an Appointment

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

- Identity checks – at the interview, the verification of the candidate's ID identify, this must include photographic proof of identity (all **original** documents, no photocopies e.g. passport, driving licence)
- The receipt of at least two satisfactory references
- A satisfactory DBS Enhanced Disclosure. The SLT should seek advice from its HR provider, if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process
- Verifications of original qualifications
- Verification of professional status e.g. QTS (completion of teacher induction, prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions), HLTA
- Medical disclosure (if applicable to the role)
- Eligibility to live and work in the UK (needed for all appointments)
- Checks against the relevant barred list (previous list 99) checks are carried out as part of the Enhanced Disclosure process, however, obtaining a barred list check separately may enable an applicant to start work before the Enhanced Disclosure is complete
- Where a candidate is found to have been disqualified from working with children by a court or an applicant has provided false information in, or in support of, their application; or there are serious concerns about an applicant's suitability to work with children or young adults, the facts should be reported to the DBS

Keeping Children Safe in Education (September 2019) indicates:

- Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including:
- DBS checks, barred list checks and prohibition checks together with references and interview information. (Paragraph 86)
- In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. (Paragraph 91)
- Teacher status - check that they are not subject to a prohibition order. A prohibition from teaching check must be completed by everyone engaged in a 'teaching' position whether a qualified teacher or not, this will include support staff

What is 'teaching work'?

Teaching work means carrying out the following activities:

- planning and preparing lessons and courses for pupils
- delivering lessons to pupils
- assessing the development, progress and attainment of pupils
- reporting on the development, progress and attainment of pupils.

It is not 'teaching work' if the person carrying out the work does so under the direction of a teacher, for example, work undertaken by teaching assistants or volunteers.

(Source: The Teachers' Disciplinary (England) Regulations 2012)

- Prohibition from teaching (National College Teaching and Learning). Prohibition is not covered by the Enhanced DBS and needs to be completed by the school
- Candidates from other countries must have the necessary check they are eligible to work in the UK (European Economic Areas -EU countries plus Iceland, Norway and Liechtenstein)

For all posts working in regulated activity it is essential for the school to check that the person appointed does not pose a risk to the school.

Since May 2006 it is mandatory requirement for DBS Enhanced Disclosure for all new appointment to the school's workforce under the Intended Schools Staffing (England) Amended No 2) Regulations 2006. It is an offence to allow a barred person to work in regulated activity. Enhanced DBS check replaced List 99 and PoCA list in 2009)

Regulated Activity includes:

- Directed or contracted paid / not paid work (once a week or more, or on 4 days in a 30-day period)
- Supervising and being responsible for teaching, training, care or supervision of children or young adults
- Providing advice on pupil's well-being
- Driving a vehicle for pupils
- Healthcare provided by, or under the direction of a healthcare professional

Supply Staff Appointments

The same range of checks necessary for permanent staff is also required for supply staff, including those employed via employment agencies. Where the staff member is provided by a supply agency, the agency must undertake the checks, but the school must have confirmation that the checks have been completed. It is recommended that all agencies ensure that any staff they provide have given written consent for any conviction or other information on the disclosure to be shared with potential employers. Where a conviction or other information have been provided via a disclosure certificate, the school should request to see a copy of the disclosure.

Students / Volunteers / Visitors

Students and suitable volunteers are welcomed to the school; however, their placement is subject to a written risk assessment in order to ensure they have no unsupervised contact with pupils. All the necessary checks including an Enhanced DBS check. It is the responsibility of the student / volunteers to independently obtain this check.

We do not request DBS for occasional visitors / parents but professional judgement should be made about escorting them on site. They should not be left with children and should wear a red lanyard at all times to signify this and alert staff. All Governors must have an Enhanced DBS check.

Single Central Register

Schools must keep a Single Central Register, as referring to the Keeping Children Safe in Education 2019. The information that must be recorded is whether checks have been carried out or certificate obtained, and the date on which each check was completed. Staff personal files must correlate with the Single Central Register and contain documentary evidence which has been gathered from the recruitment process in order to assure the requirement for a safe appointment.

The Single Central Register (SCR) must indicate:

- All staff including agency staff
- Staff and teacher trainers on salaried routes
- All staff who work in regular contact with children and young people in the school, including volunteers
- Enhanced DBS check
- Prohibition check
- Qualification and training check