

Birkdale High School



Birkdale
High School

Aspire - Thrive - Succeed

Safer Recruitment Policy

March 2019-21



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<i>Date of Policy:</i>	<i>March 2019</i>
<i>Member of staff responsible:</i>	<i>Headteacher</i>
<i>Review date:</i>	<i>March 2021 – every 2 years</i>

Purpose

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Birkdale High School. The aim is to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All decisions will be made with regard to curriculum needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

Statutory Requirements

The policy takes into the account the provisions of 'Keeping Children Safe in Education' (September 2016). The Academy Trust will ensure that the statutory requirements for the appointment of some staff – notably the Headteacher and Deputy Headteacher – will be met. Requirements will change from time to time and this policy will be updated accordingly.

Equal Opportunities

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The governing body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

Identification of Recruiters

Subject to the availability of training, the school will ensure that the Headteacher and at least one governor have successfully completed accredited training in safe recruitment procedures. In line with the requirements, at least one person on any appointment panel will have undertaken safer recruitment training.

Advertising and Inviting Applications

Advertisements for posts – whether in newspapers, journals or online – and application booklets issued to prospective candidates will include the following statement:

‘Birkdale High School safeguards children and actively promotes their welfare. We expect all staff and volunteers to share this commitment. All posts are subject to the acquisition of an enhanced DBS certificate with barred list information through the Disclosure and Barring Service and further checks as required. All teaching positions will also be subject to a prohibition order check’.

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school’s Safer Recruitment Policy (this document)
- The selection procedure for the post
- An application form.

Applicants will also be made aware of the relevant school policies, including the Child Protection & Safeguarding Policy.

Advertisements for teaching posts will normally be placed on the school website and on a suitable national website.

Advertisements for support staff posts will normally be placed on the school website and on an appropriate local or national website, or if required in a local newspaper or recruitment paper.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governors' Resources Committee.

For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.

Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

There may be occasions where specific permanent management or leadership responsibilities are only offered internally.

Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

Applications

Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

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 a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by e-mail to avoid late arrival.

Shortlisting and References

Where a large number of applications are received, a long-list of the most suitable candidates may be selected. For the post of Headteacher, the Governors

will convene a long-listing panel. For other Senior Leadership posts, Governors will form part of the panel along with the Headteacher. For all other posts, senior leaders will form the long-listing panel.

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.

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. The school reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.

Short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing.

References will be sought for all applicants on the shortlist. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.

References will be sought directly from the referee(s). References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Once a candidate has been successfully appointed, school will automatically perform a due diligence check on at least one referee to confirm identity.

Where necessary, previous employees who have not been named as referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children or young people;

- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Birkdale High School, for another colleague, will be forwarded to the Headteacher for consideration prior to issue and will be kept on a central file

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of school staff. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.

In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

Candidates will always be required to:

- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- declare any information that is likely to appear on a DBS disclosure;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants are required to:

- provide proof of identity (e.g. passport; driving licence photocard)
- complete a DBS disclosure application with barred list check if the individual is meant to work in regulated activity, and receive satisfactory clearance;
- obtain a separate barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- provide actual certificates of professional qualifications (teaching staff or

- where required);
- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.
- obtain a prohibition order for teachers

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

Confirming the Appointment

The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check;
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
- receipt of the completed health check questionnaire;
- receipt of final references from previous employers;
- a valid work permit for overseas candidates;
- the candidates details have been added to the school's Single Central Record (SCR).

The school 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 section 9 have been falsified in any way.

Induction

All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Code of Conduct for Adults working with Students and the school's Child Protection & Safeguarding Policy.

Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.

Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager as well as at least one observation by the Headteacher/Deputy Headteacher.

Policy on staff commencing employment pending a DBS disclosure

Context

Where a DBS Disclosure is required it should ideally be obtained before an individual begins work. It must in any case be obtained as soon as practicable after the individual's appointment and the request for a DBS Disclosure should be submitted in advance of the individual starting work along with all other statutory pre-employment checks. Headteachers have discretion to allow an individual to begin work within their school pending receipt of the DBS Disclosure but should ensure that the individual is appropriately supervised and that all other checks (included a separate barred list check) have been completed. (*Paragraph 86-111 Children Safe in Education September 2016*).

Appropriate supervision for individuals who start work prior to the result of a DBS Disclosure being known needs to reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry. For those with limited experience and where references have provided limited information, the level of supervision required may be high. For those with more experience and where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate. For all staff without completed DBS Disclosures, it should be made clear that they are subject to this additional supervision. The nature of supervision should be specified and the roles of staff in undertaking the supervision spelt out. The arrangement should be reviewed regularly, at least every two weeks until the DBS Disclosure is received. Staff without a DBS Certificate will not be permitted (even if under supervision) to attend any overnight school trips.

Procedure

If, for whatever reason, a new member of staff is about to start work, but the school has not yet received a DBS Disclosure, then the following protocol will apply. It will normally be triggered two weeks before the due start date.

1. Attempts will be made to pursue the Disclosure and the new member of staff will be informed of the delay.
2. A risk assessment will be undertaken to assess the level of risk posed to the welfare of pupils by the person starting work without a full disclosure. This will include an assessment of the standing and status of background information (eg barred list check, prior employment history, nature of references); the nature of the job, and the amount of unsupervised access to children it entails; and recommendations for mitigating actions and controls to be imposed (eg no lone working with pupils).
3. The risk assessment will be submitted to the Headteacher who will decide whether the person can be employed and, if so, any mitigating actions and controls to be put in place. This assessment must be completed and

signed off before the person is permitted to commence employment at the school. The line manager responsible for the coordination of supervision of the new employee must sign to acknowledge and accept the measures that are to be put in place. A person who is permitted to start subject to mitigating actions/controls will be subject to a review of those arrangements after two weeks and every two weeks thereafter until the Disclosure is obtained.

Risk Assessment for worker commencing employment prior to receipt of DBS Clearance

Name:	Job Title:
Expected date of commencement: Date DBS check sent:	Details of previous DBS checks:
2 satisfactory references received:	Photographic ID/Proof of address seen:
Relevant Qualification Certificates received:	Application form received / Gaps in work history fully explored:
Barred list check carried out (date):	Prohibition from teaching check carried out (date):
Additional relevant information:	

Risk: Employee has not been thoroughly checked and may not be suitable to work with children. Clarify perceived level of risk with reasons:

Low	Medium	High
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The Headteacher is content to exercise his discretion to employ the above named until such time as a DBS Disclosure is received on the understanding that all of the above recruitment checks are complete and the following arrangements are in place:

Measure	Tick if applicable
The above named will be supervised at all times by a current fully checked member of staff	<input type="checkbox"/>
The above named will not be placed in a situation where he/she is the only adult present with a child or group of children i.e. Controlled Conditions apply	<input type="checkbox"/>
The above named has been made aware of the School's Safeguarding Policy and has/will receive a Child Protection Induction	<input type="checkbox"/>
The above named will not be permitted to participate in any overnight school trips until such time as the Disclosure is received	<input type="checkbox"/>
These arrangements will be reviewed by the line manager once every two weeks until such time as the Disclosure is received	<input type="checkbox"/>
Additional measures	<input type="checkbox"/>

Designating Safeguard Lead: _____ Date: _____

Authorised by Headteacher: _____ Date: _____

Line Manager: _____ Date: _____