

The Partnership Trust

Safer Recruitment and Selection Policy

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy is written in line with The DCSF's guidance "Working Together to Safeguarding Children (HM Government 2006) states that 'all agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced' and **Keeping Children Safe In Education (KCSIE), Statutory Guidance for schools and colleges - September 2016**. This is statutory guidance from the Department of Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015.

The Trust is committed to ensuring that the recruitment and selection of all who work within the Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The Trust and schools within it, will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Roles and responsibilities

It is the responsibility of the Trust to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE and KCSIE guidance and legal requirements
- Monitor the school's compliance with them.

It is the responsibility of the Headteacher/Principal and other managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance
- Promote welfare of children and young people at every stage of the procedure

The governing body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments, but the final decision will rest with the Headteacher/Principal. The Headteacher/Principal may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Partnership Trust will ensure that staff undertaking recruitment and selection have appropriate skills and knowledge.

Decisions concerning the need to recruit staff are delegated to the Headteacher/Principal 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 Trust's Pay Policy. If the vacancy is an additional post from the agreed staffing structure and annual budget, the Chair of Governors must be informed.

The Policy in relation to selection interview panels in this School is:

Head/Principal Appointment:	Panel of Governors/Trustees (identified at the time). Executive Headteacher and/or CEO
Deputy Headteacher/ Vice Principal	As above, with the Headteacher/Principal
Teaching Vacancies	Delegated to the Headteacher/Principal (or their nominated representative) with at least one other Governor/member of staff
Support Staff Vacancies	Delegated to the Headteacher/Principal (or their nominated representative) with at least one other Governor/member of staff

:

:

:

The Partnership Trust Procedure:

Advertising

All adverts will include the statement:

“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”

- All permanent vacancies arising will be advertised through a variety of sources and will include the website. Other media may also be used depending on the nature of the job.
- All posts will be advertised. The only exceptions may be where there is a potential redeployment or for short term/temporary appointments where there is an immediate requirement.
- Deputy Headteacher/Principal and Headteacher/Principal permanent vacancies will be advertised nationally, in accordance with the legal requirements.
- Permanent or temporary promotional opportunities available to staff in the School will be advertised to all relevant staff (by notice board and/or direct circulation) and applications/expressions of interest invited.

Scrutinising applications and short-listing:

All posts will have a current description of the duties and responsibilities of the particular posts (job specification), and information outlining the selection criteria for the job (person specification) and the salary will be clearly stated.

All potential and actual applicants will receive the same information.

At least two people will be involved in the process of short-listing candidates.

A short-listing grid will be completed for each candidate. If a large number of candidates apply this would be completed in the first instance by an administrator to indicate those who meet all the criteria.

The same criteria will be applied from the person specification to each applicant consistently.

Applications will be carefully scrutinised, discarding any forms not fully or properly completed, identify any gaps in the person's history or any discrepancies or inconsistencies.

CVs will not be accepted. Applications can be down loaded from the school website and emailed to the school.

References:

Two written references for every short-listed candidate will be requested. A series of questions are asked from the referee including reference to whether the candidate has been involved in any disciplinary procedure relating to children, including those time expired, and whether the applicant has been subject to any child protection concerns. The referee will also be asked to comment on the suitability of the candidate to work with children.

One referee should be the current or most recent employer.

Reference requests should enclose a copy of the job description and person specification.

If the references reveal any discrepancies or inconsistencies or any doubt or concerns about the person's suitability the issues should be followed up and explored with the referee.

Both references will be verified, asking Ofsted approved questions.

Qualifications

Copies of original qualifications will be taken on the interview day. The applicant must produce those qualifications which are essential within the person specification.

ID

ID will be taken and verified on the interview day, this will be used as part of the DBS online verifying process. ID should include photo ID (passport or photocard driving licence) and proof of address.

Interviewing

At least one interviewer has undertaken safer recruitment training within the last five years.

If a member of staff gives a tour of the school to groups of candidates. The member of staff may be asked to join the interview panel at the end of the interviews to give their opinion and feed back on candidates.

There should be at least 2 people interviewing so that one can listen and make notes while the other talks to the candidate.

The interviewers can clarify any gaps in application forms and any additional information from references that could be asked as direct questions during the interview.

Questions should be open and interviewers should be clear in the responses they are expecting. A grid of the questions and space for notes will be provided to each interviewer for each candidate.

If a group of children is involved in the selection process the member of staff working with them will join the interview panel at the end of the interviews to give their opinion and feedback on candidates.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required to satisfactorily explain any gaps in employment, to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel and to declare any information that is likely to appear on a DBS disclosure.

The recruitment documentation will be retained. Under the Data Protection Act applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

Pre-appointment checks

The Trust will ensure pre-appointment checks are complete before the successful candidate commences employment or a risk assessment is completed. The Trust will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals)
- Obtain a certificate for an enhanced DBS check with barred list information
- Obtain a separate barred list check if, after carrying out a risk assessment, an

individual is judged as suitable to start work before an enhanced disclosure is available

- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about a teacher's qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK, if the individual has been in the UK less than five years then other checks including obtaining certificates of good conduct from relevant embassies or police forces as appropriate must be sought and should be completed prior to the individual starting work or volunteering activity.
- Verify professional qualifications (original certificates), as required from the job description.
- Require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school i.e. in a 'relevant childcare' role

All checks will be documented and retained on the personnel file and recorded on the school's Single Central Records.

DBS (Disclosure & Barring Service) - Wiltshire will act as the Umbrella Service for The Partnership Trust - see DBS policy for further information.

Casual Staff, Volunteers (including playworkers)

All casual staff and volunteers will be expected to meet with the Head/Deputy Head for an informal discussion. The individual will need to complete an application form, provide evidence of qualifications, and obtain an enhanced DBS. Two references will be requested and verified. Playworkers should complete a safeguarding declaration each time they are employed. For those playworkers who work on a regular basis (more than once a year) the relevant school may contribute to the DBS update service, for these individuals the update service will be checked instead of the completion of a safeguarding declaration. If the casual member of staff is also a permanent member of staff in a different role a safeguarding declaration is not required.

Staff involved with Commissioning Services.

For those staff who are involved in commissioning services on behalf of a LA a safeguarding declaration should be completed bi-annually.

Students

Placements and work experience can be arranged through the individual's college/university who will be responsible that the individual is suitable for a placement. The establishment will confirm all checks have been completed in writing.

Offer of Employment

An offer of employment will be subject to the requirement for satisfactory references (if not already cleared) and other pre-employment checks. All conditional offers of employment will be confirmed in writing by the School. The letter will include:

- Statement of Particulars
- Person Specification
- Job Description
- Pensions Starter Pack
- Employee Assistance Programme Leaflet
- Child Care Voucher Leaflet
- Staff Declaration form (disqualification by association)
- Bank Details form
- Starter Checklist (formerly P46)
- Next of Kin/Car details
- ICT Policy
- Privacy Policy
- Keeping Children Safe in Education Part 1 and acknowledgement this has been read
- Guidance for Safer Working link and acknowledgement request this has been read

Personnel File and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – verified
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications

- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment
- Job Description and Person Specification

Single Central Record

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist.

Start of Employment and Induction

The importance of a structured induction process for all new appointments is recognised to ensure that new recruits are effectively initiated into their jobs and integrated into the School. 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 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 twelve months of employment between the new employee and the appropriate line manager.

Confidentiality

Confidentiality will be maintained in relation to the information obtained during the process and about the selection process itself.

Reviewed: November 2016 (to be reviewed every 3 years)