



Whale Hill Primary School



Safer Recruitment Policy September 2019

Review Date: September 2020

Co-head teachers Mrs S. Marsden and Mrs M. Mellor; deputy head teacher, Mr P. Forster and Safeguarding Governor Mr G Wilson have successfully completed the one day Safer Recruitment training course.

Recruitment Process

The standard elements in the recruitment process will be:

1. Clarification of Job Description and Person Specification by panel (head teachers, deputy head teacher and relevant assistant head teacher)
2. Advertisement.
3. Application packs sent to prospective employees if requested.
4. Application by prospective employees (including the identification of referees) through form in application pack or online.
5. Short listing by panel.
6. Request for references prior to interview.
7. Invitation of candidates for interview.
8. Review of references.
9. The interview and any other tasks.
10. Provisional offer and acceptance.

Job description/job profile

- The job description and person specification should describe the role and the qualities needed to fulfil the role.
- The person specification must state that checks will be made throughout the recruitment process, (for example through references and DBS) to ensure the person is suitable to work with adults or children
- The job description and person specification should be agreed prior to advertisement.
- Person specifications should identify those attributes which are essential and those which are desirable under the following headings:

Qualifications These must be an essential requirement for the job performance and not used to screen candidates.

Experience Normally define in terms of type of work performed and for a minimum number of years. Must be relevant to the job in question.

Skills/Knowledge For example, detailed knowledge of a curriculum area, understanding the needs of pupils 3-7 years, awareness of current educational issues etc.

Personal/Professional attributes For example, a good attendance record, willingness to initiate change etc.

There must be no reference to criteria which disadvantages someone based upon their age, race, ethnicity, gender or disability.

Advertisement

- The advert must describe the role and the qualities needed to fulfil the role.
- The advertisement must state explicitly that the school is committed to safeguarding individuals and rigorous checks of applicants' suitability and qualifications for working with children will be made. An example of DBS checks must be given.
- Advertisements will normally include, in addition to the above, reference to:
 - the scale of post;
 - information on the school, such as name, size etc.;
 - a brief description of the job;
 - any skills or experience which are essential and which have been drawn from the person specification;
 - when the appointment will commence;
 - where to write for more information and/or application forms;
 - the closing date for applications;
 - whether the post is fixed term, temporary, permanent;
 - closing date for applications and expected dates for interview;
- There must be no criteria which disadvantages someone based upon their age, race, ethnicity, gender or disability.

Application by Prospective Employees

Prospective employees must complete a standard application form. Recruitment will not be carried out using Curricula Vitae or by any other method.

Application forms should include the following information and where there are gaps in the information or uncertainties regarding what is stated, this should be explored during the recruitment process:

- Full identifying details including current and former names, date of birth, current address and national insurance number.
- Statement of academic and/or vocational qualifications the applicant has obtained which are relevant to the position.
- A full history in chronological order of part-time or full-time voluntary or paid employment, giving details of start and end dates and reasons for leaving employment; since leaving secondary education, including periods of post-secondary education, training and voluntary work
- A declaration of family or close relationship to any Elected Members of the Council, or any Senior Officer.
- Details of referees - one referee should be the applicant's current or most recent employer and two referees would normally be sufficient. NB where an applicant who is not currently working with children/ adults, but has done so in the past, then a reference should be obtained from the employer. References should not be accepted from relatives or those acting in capacity of friends. Where possible the two references should be from two different employers. Open references will not be accepted.
- A statement of the personal qualities and experience the applicant believes they possess which are relevant to the position.

Forms used for monitoring purposes should be removed and sent to the LA prior to shortlisting. e.g. (Information collected as to gender, ethnicity, disability)

Shortlisting

The selection panel must use the application form and cross reference this with the person specification and job description to identify a short list of candidates who will be invited to attend interview. Where an applicant has indicated that they have a disability, the selection panel must make a decision using the assumption that reasonable adjustments will be made to school policy, school practices and school resources to allow the individual to fulfil the role as described in the job description. Selection of candidates for interview must be fair and equitable with no positive or negative weighting being given to age, gender, race, ethnicity or disability.

Where an application form has been completed, other supporting information may be considered alongside the application form as seen fit by the selection panel e.g. supporting letter. The selection panel must consider the validity of supporting statements, where these have not been signed as being true statements by the candidate

- The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions, reprimands or warnings and pending prosecution.
The disclosure of any convictions, cautions, reprimands or warnings or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Where there are gaps in the information or uncertainties regarding what is stated in the application form, then this should be explored if possible through referees prior to interview.

- The selection panel should pay particular regard to the following scenarios:
 - Gaps in the chronological history of part or full time voluntary or paid work.
 - Gaps in the chronological history of attendance at educational establishments.
 - Periods of time overseas.
 - Unexplained terminations of employment / voluntary work / education.
 - Lack of references from current or last employer.
 - The provision of open references.

Requests for references prior to interview

- The following procedures must be followed when requesting references prior to interview:
 - References should be sought directly from the referee.
 - References should be obtained before interview so that any issues of concern can be raised in the interview and explored further with the referee.
 - In exceptional circumstances it might not be possible to obtain references prior to the interview. However, it is up to the person conducting the recruitment to decide if they would accede to a candidates request not to seek references prior to interview.
 - In any case where a reference is received after the interview then the reference must be scrutinised and any concerns resolved satisfactorily before appointment is confirmed.

- One referee should be the applicant's current or most recent employer and two referees would normally be sufficient. NB where an applicant who is not currently working with children/ adults, but has done so in the past, then a reference should be obtained from the employer. References should not be accepted from relatives or those acting in capacity of friends. Where possible the two references should be from two different employers.
- References should seek objective verifiable information - a copy of the job description and person specification for the post must be provided to the referee on request for a reference.
- The referee must also be contacted by telephone or verbally, and a written record made thereof, to confirm they have in fact given the reference, ie to avoid fraud.
- Under no circumstance should 'open references' be accepted. Where these are offered further references must be sought directly from referees provided.

All reference requests should ask:

- About the referees relationship with the candidate - did they have a working relationship, how long have they known the candidate and in what capacity.
- Employment dates (start and end).
- Whether the referee is satisfied the candidate has the ability and is suitable to undertake the job in question and for specific comments about the candidates suitability based on the person specification.
- Whether the referee is completely satisfied the candidate is able to work with children or adults, and if not the reasons why.

In addition for the current or most recent employer the reference should seek:

- Confirmation of the candidate's current post, salary and sick record.
- Specific verifiable information about the candidates performance history and conduct.
- Details of any disciplinary procedures the candidate has been subject to in which the sanction is current.
- Details of any disciplinary procedures the candidate has been subject to involving the welfare or safety of adults or children in which the sanction has expired and the outcome of any such disciplinary action.

- Details of any allegations or concerns that have been raised regarding the safety or welfare of adults or children.

References should remind the referee that:

- They have responsibility to ensure the reference is accurate and does not contain any omissions or material misstatement.
- Relevant factual content may be discussed with the applicant.

The standard Reference Request Letter / Form (REF1) should be used to request references from referees.

Please note: The Equality Act 2010 does not permit requests for absence information at interview stage. Details of absence information can be sought should the candidate be offered the post.

Calling candidates for interview

The following principles and practices should be followed when calling a candidate for interview:

- Candidates should be called at the earliest possible date following short listing. This may initially be via a telephone call to the candidate.
- Candidates should be sent a letter asking them to attend for interview. This letter should include:
 - Information on the date, location and timing for the interview and any supplementary activities e.g. presentation, tour of the school etc.
 - A statement that school is committed to safeguarding children and that rigorous procedures and policies are in place for this purpose.
 - A statement that a Disclosure and Barring Service (DBS) check will be carried out prior to appointment and candidates will need to complete a DBS application immediately after being selected. This should state that the successful appointment to the post is dependent on successful clearance through Redcar and Cleveland Borough Council.
 - A statement that reference to qualifications included in the application form will be checked if the candidate is successful.

- A statement that the candidate's suitability for working with children will be explored during the interview.
- A statement regarding when, how and when the candidate will be informed of the outcome of the interview.
- A statement asking for candidates to make the school aware if they will require any specific arrangements at interview in relation to supporting them with a disability.
- As appropriate to the post the candidate may be provided with additional information e.g. for a Head Teachers post.
- Prior to interview references must be reviewed and any inconsistencies with the application form or issues / concerns raised should be followed up with the referees. This may be via a telephone conversation or other forms of communication. If issues / concerns remain regarding the individual's suitability for working with children, then these must be explored in more detail at interview.

The Interview

The following principles are to apply for interviews at Whale Hill Primary School:

- All interviews must be conducted by at least two people with appropriate training.
- Appropriate reasonable adjustments must be made to the interview process to support any candidates that consider themselves to have a disability.
- The interviewing panel should meet before any round of interviews to agree upon the structure of the day. During the meeting they should discuss the content, structure and order of the key questions to be asked. Where there are specific gaps in information or concerns raised (by the application and references) in relation to the candidate's suitability for working with children, the selection panel should agree appropriate questions to explore this further prior to interview. During this meeting, agreement on who will ask which questions and the assessment criteria should be made.
- The candidate should be informed that supplementary questions might be asked at any time during the interview in order to clarify or expand on the answers given to key questions. (Supplementary questions must relate to the previously asked key question).

The interview panel, in addition to assessing the candidate's abilities and aptitudes, should assess:

- The candidate's attitude towards children or adults;
- the candidate's ability to support the Council and School policies for safeguarding adults or children;
- any significance in gaps in the candidate's employment history; and
- any significance of concerns raised by referee(s) or missing information.
 - The interview panel should provide opportunity for the candidate if they wish to declare anything in relation to the DBS check.
 - If references are not obtained before interview, the selection panel should ask if there is anything the candidate wishes to declare regarding the possible content of such references.
 - In all circumstances, one of the key questions asked at interview must relate to the candidate's attitude towards children and their ability to support the Council and School policies for safeguarding children. These questions should not be hypothetical in nature, but rather ask the candidate about their experience of safeguarding children in previous roles.
 - At the end of the interview the selection panel should inform the candidate how they will be informed of the outcome of the interview and that the appointment will be conditional subject to appropriate checks being made of qualification, DBS clearance and acceptable references (If these have not already been provided.) All candidates should be asked if they are still firm candidates for the post prior to selection panel deliberation.

Offer of Employment

Mrs Bostock (Business Manager) will go through the Redcar and Cleveland Borough Council Pre-Employment Checklist with the candidate. This includes:

- New Starter Form
- References
- Pre-Employment Health Declaration
- Right to Work
- DBS Check
- BPSS Check
- Childcare Disqualification Checks

- Certificates of Qualification
- Permitted Driver Checks

The successful candidate will need to provide either of the following document combinations:

- Two forms of photographic personal identification (List A) and one document confirming his/her address (List B); or
- One form of photographic personal identification (List A) and two documents confirming his/her address (List B); and
- Proof of Relevant Qualifications/Membership and QTS/QTLS status if teaching post

Please note: Where there are different names across documents, candidates should provide supporting documents such as, marriage certificate, divorce decree, deed poll.

Where candidates are genuinely unable to provide any acceptable photographic personal identification, then they must provide each of the following:

- Two forms of non-photographic personal identification (List C) - one of which must be a full Birth Certificate; and
- Two documents confirming their address (List B); and
- A passport-sized photograph

List A - Acceptable photographic personal identification documents

- Passport (any nationality)
- Current driving licence photocard (full or provisional) (UK, Isle of Man, Channel Islands and EU)
- Current Biometric residence permit (UK)

List B - Acceptable confirmation of address documents

- Utility bill (UK) (gas, water, electricity, not mobile phone)* More than one utility bill may be accepted if they are from different suppliers
- Local authority tax bill (i.e. council tax)**
- Current driving licence photocard (full or provisional) if not already presented as a personal ID document above
- Most recent tax notification from HM Revenue & Customs (i.e. tax assessment, statement of account, notice of coding)* a P45/P60 is not acceptable
- Financial statement (e.g. bank, building society, credit card & pension) containing current address*
- Mortgage statement from a recognised lender**

- Benefit statement, book or card; or original notification letter from Department of Work and Pensions (DWP) (e.g. child allowance, pension)*

List C Acceptable non-photographic personal identification documents

- Full Birth Certificate (UK, Isle of Man and Channel Islands) including the name(s) of at least one of the candidate's parents
- Current driving licence - paper version (if issued before 1998)
- Adoption certificate (UK and Channel Islands)
- Marriage/civil partnership certificate (UK and Channel Islands)
- Divorce/annulment or civil partnership dissolution papers (UK)
- Deed poll certificate
- Benefit statement, book or card, or original notification letter from the Department of Work and Pensions (DWP) (e.g. child allowance, pension)*
- Most recent tax notification from HM Revenue and Customs (i.e. tax assessment, statement of account, notice of coding)
- P45 / P60 statement**
- HM Forces ID card (UK)

*Documents must be dated within the last 3 months and contain the name and address of the applicant.

**Documents must be dated within the last 12 months.

- Candidates will need to provide proof of qualifications and/or membership, which are a specified requirement or are relevant to the position being applied for.
- For teaching posts, proof of Qualified Teacher Status (QTS) or Qualified Teacher Learning and Skills (QTLS) status together with IfL/SET Membership will need to be evidenced.

Single Central Record

School will hold and update a single central record of checks undertaken in relation to staff, governors, students and volunteers working in school. This will include a spreadsheet where relevant information on each adult is held. This record will include:

- Full name
- Address
- Date of Birth
- Evidence of Date of Birth Yes/NO
- Qualifications Required for Post Yes/No

- Qualifications Evidence
 - Date Qualification Seen
 - Date DBS Check Completed
 - Right to work in UK Yes/No
 - Overseas Check Required Yes/No
 - Overseas Check Completed Yes/No
 - Name of person checking details
- In addition to the spreadsheet this central record will include documents which provides evidence as to the relevant DBS status of agency staff e.g. supply staff etc.
 - This central record will be updated as required.

DBS Checks

With regard to DBS checks please note:

- All identity documentation provided for DBS purposes will be checked by the co-head teachers Mrs. M. Mellor and Mrs S. Marsden, and business manager, Mrs. C Bostock
- All staff working in school require a DBS check to be completed through Redcar and Cleveland Borough council.
- DBS checks are not transferable between organisations. Therefore, all new employees require a DBS check.
- Where a staff member working for the Local Authority changes roles and moves from working with adults to working with children they will require a further DBS check.
- If moving job within the Council and the previous/ new job are the same and a DBS check has been undertaken within 3 years, then a DBS check would not be required (provided there has not been a break in service for more than 3 months)
- Where a previously employed member of staff has a break in service greater than 3 months a new DBS check will need to be made.

Overseas Staff and Right to Work in the UK

Some countries do keep criminal records and where an applicant is from overseas and has worked overseas in the last five years, the school (through the Local Authority) should seek to contact the Local Authority of the relevant country to seek any relevant information.

All new staff must have their right to work in the UK checked. A record of this check will be kept in the SCR.

Document checks must be carried out on all potential employees to ensure they have the right to work in the UK prior to starting work. They should only provide original documents.

Acceptable documents/document combinations include:

- Passport (any nationality)
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A Registration Certificate or Residence Card issued by the Home Office.
- A full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland which includes the name(s) of at least one of the holder's parents or adoptive parents, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Any documents issued by the Home Office (UK Visas and Immigration) must be valid and must evidence your right to remain and work in the UK.

Procedure and Record Check

- The outcome of all checks must be recorded in the Single Central Record (SCR).
- Prior to the issuing of a contract for employment with the school, a check should be made that the appropriate procedures have been carried out and that the required documentation has been recorded/obtained.
- Where there are serious concerns about an applicant's suitability for a post, then this should be reported to the Local Authority and the Police and or/ DfES Safeguarding Children Operations Unit.

Supply Staff

- Where staff are employed directly by the school, a DBS check will be carried out by the school through the Local Authority. In addition the school will carry out Qualification, Identity and Right to Work checks. A record of these checks will be kept on the school's single central record as per all other members of staff.

- Where staff are employed through an agency, confirmation in writing will be obtained from the agency prior to employment that the individual member of staff has:
 - had a suitable DBS check (date of check / disclosure number);
 - the right to work in the UK;
 - had their suitability to work with children explored; and
 - had appropriate identity checks made.
- A copy of this written confirmation will be kept in the SCR file along with a signature and date of the person checking this confirmation.
- In addition on arrival (First date of work) the identity of the supply teacher will be checked using photographic ID.

Staff from Other Agencies and Contractors

- Where staff from other agencies working in school are employed directly by the Local Authority, written confirmation will be obtained from heads of relevant service departments that their staff have had suitable DBS checks within the past three years; that their identities have been checked; and that they have a right to work in the UK. A copy of this confirmation will be filed. In addition, where staff are new to working in school, photographic ID checks will be made on arrival (first date of work) and a record kept.
- Where staff from other organisations are contracted to work with children in the school, written confirmation will be obtained from the organisation manager that their staff have had suitable DBS checks within the past three years; that their identities have been checked; and that they have a right to work in the UK. A copy of this confirmation will be filed in the SCR. In addition, where staff are new to working in school photographic ID checks will be made on arrival (First date of work) and a record kept in the SCR file
- Where contractors are employed to work on the premises, the LA AW3 form will be used where requirements for DBS checks will explored and recorded.
- Where service contractors infrequently access the school building to undertake specific tasks e.g. repair photocopier, empty sanitary products etc, the contractor will be supervised at all times by a member of staff. The contractor will be asked to provide photographic proof of identity prior to gaining access to school. A record of this check will be recorded and kept in the SCR.

Policy for Governors, Volunteers and Students

This section applies to:

- *Governors*
- Students from recognised schools, colleges and other educational / training establishments;
- Individuals wishing to undertake voluntary work experience to support applications for further training;
- Parents/carers/other adults wishing to undertake frequent or substantial voluntary work to support the pupils of the school;
- Parents/carers/other adults helping at one off events e.g. support school visit.

The Head Teacher has the authority to make decisions about whether an individual may work within the school. All requests for such work are to be referred to the Head Teacher.

- All governors at Whale Hill will have a DBS check carried out prior to taking up the post of governor. Where clearance has not been obtained prior to a governors first official meeting on school premises the governor will be supervised by a member of staff prior to, during and following that meeting.
- All governors will have their identity checked using photographic ID. A record of this check will be kept in the SCR.
- Where students (under the age of 16) from recognised schools, colleges and other training establishments in Redcar and Cleveland Local Authority are offered work experience placements through links with other educational organisations, these students can (at the discretion of the head teacher) be offered placements without need for DBS clearance. Written confirmation from the relevant educational establishment must be obtained prior to the individuals being accepted in school. Controls in the 'The Standard Risk Assessment for Volunteers/Students' must be applied. No student under the age of 16 can be left unsupervised with children.
- Where a student over the age of 16 is offered work experience placements or training related placements, they must provide evidence of an appropriate recent DBS disclosure having taken place. Written confirmation of the students place on the relevant course will be obtained from the educational establishment. A record will be kept of the disclosure number, and the date of the check. The student's identity will be checked using photographic evidence and a record of this kept in the SCR.
- Where an individual wishes to gain experience working within a school setting to support applications for further training/educational courses, then proof of recent clearance must be obtained. This must be through Redcar and Cleveland Borough Council.

- Parents/Carers/Other Adults wishing to support the school by undertaking voluntary work with pupils must obtain DBS clearance.
- At the discretion of the head teacher parent, carers and other adults familiar to school staff or governors will be allowed without DBS clearance to support children with infrequently held staff supervised activities. Here the standard volunteers and student risk assessment will apply.
- The school will make reasonable adjustments to policy, practice and resources to support any individual student or visitor that considers themselves to have a disability.