



Alexander Hosea Primary School

'Roots to grow, wings to fly'

POLICY STATEMENT ON RECRUITMENT OF STAFF

RATIONALE

Decisions to recruit staff and requests for changes in contract will be considered taking into account the School's 'Strategic Staff Structure Plan'.

Teaching staff

- At Alexander Hosea Primary School teaching staff appointments are made following the procedure for appointments set out by the Local Authority.
- All main scale appointments are advertised via e-Teach, and those selected for interview should meet the list of essential criteria, as outlined in the 'Person Specification'.
- Our prime aim is to appoint outstanding class teachers. Although for some posts we may be looking for specific curriculum strengths, we feel that curriculum leadership is a transferable skill, and it is the appointment of a high quality teacher which is all important.
- If there are teachers on a temporary or part time contract who meet the job specification, any temporary post will first of all be advertised internally, and only if that post cannot be filled will external adverts be placed. Existing staff will be encouraged to consider their own professional development within the staffing structure of the school (see Staff Development Policy, job descriptions, list of criteria etc.) All permanent posts will be advertised internally and externally.

Support staff

- At Alexander Hosea Primary School, support staff appointments are made following the procedures for appointments set out by the Local Authority.
- All support staff are encouraged to develop their expertise and professional development through courses, meetings and a variety of work. Any full time posts and / or additional hours that are available will be first advertised internally before being advertised externally. Those interviewed should meet the criteria in the 'Person Specification,' and have relevant qualifications, experience and be able to work as a member of a team.
- Lunchtime Supervisor posts will be advertised to the school community and via E-teach and, if necessary, the local paper. Those interviewed should meet the criteria in the 'Person Specification,' have experience of working with children and to be able to respond positively to a wide range of children's needs.

SAFER RECRUITMENT

- **Introduction**

At Alexander Hosea Primary School we understand that safer recruitment is not just about Disclosure and Barring Service checks – or indeed just about the actual recruitment process - it is about ensuring that safeguarding considerations are an *integral* part of the day-to-day management through selection procedures, induction, supervision, professional development and a school culture that allows any concerns to be shared and addressed in a timely and appropriate way.

- **Safer recruitment training**

It is our policy that at least one member of every interview panel has completed approved safer recruitment training, as required since January 2010 under the School Staffing Regulations. The DFE document, 'Keeping Children Safe in Education', created March 2014 and updated annually since, confirms this statutory requirement.

The interview panel will also have a good understanding of the school's safer recruitment principles and safeguarding responsibilities and procedures.

- **Safer recruitment checklist**

We will use the Local Authority provided "Safer Recruitment checklist" (see Appendix 1) when making all appointments, including short term and temporary appointments which may arise at short notice. This will be completed during the recruitment process and reviewed and signed off by the Head teacher.

The key features of a safer recruitment process include:-

- time to plan and prepare for the whole recruitment process
- advertising in the appropriate place and drawing attention to safeguarding requirements, including the need for an enhanced DBS check
- requiring all candidates to use a standard application form that provides full details of the applicant's employment history, including gaps in employment
- thorough scrutiny of application forms and letters to identify and seek to resolve any discrepancies, anomalies or omissions. Any queries or concerns being followed up as appropriate
- obtaining at least two independent references which address any specific questions asked about the applicant's suitability for work with children and young people, and following up any concerns. Consideration must also be given to the status and relevance of the referees nominated.
- a face-to-face interview and any other appropriate tasks that explore the candidate's suitability to work with children as part of the overall assessment. Any issues arising from the application or references will be fully explored with the candidate.
- verifying the successful applicant's identity
- verifying any relevant qualification requirements
- verifying the right to work in the UK or completing additional overseas checks
- obtaining an enhanced DBS disclosure, and confirming suitability
- checking any barring or prohibition orders that may apply
- obtaining a "disqualification by association" declaration, and confirming suitability, as appropriate

- verifying suitable medical fitness for the post
- a structured induction process which clarifies safeguarding obligations and responsibilities.

- **DBS Disclosures and the Rehabilitation of Offenders Act**

What checks we complete

We require a new DBS disclosure for all school posts and always require these to be at the enhanced level. This means that the information requested is exempt from the limitations of the Rehabilitation of Offenders Act.

Further we always request that the enhanced certificate obtained is applicable to the children's workforce to ensure that all relevant information is provided. The enhanced certificate will include barring details where these are requested provided that the position is deemed to be regulated. Barring checks will also be provided for volunteers and governors where they engage in regulated activity.

Review of the DBS check

We will make arrangements to have sight of the original certificate as soon as this is available and, having checked relevant details, makes the appropriate entry on the Single Central Record. Where any undeclared conviction information is obtained it will be necessary for the Head teacher to consider if this will affect the appointment decision. A conviction will not necessarily mean that the person is unsuitable to be confirmed in post. Factors to be considered will include -

- **The nature of the offence.** Convictions for sexual, violent or drug offences are likely to be seen as particular concerns in relation to work with children. However, the seriousness of such offences can vary considerably.
- **The nature of the post.** The duties and responsibilities of the post may affect the relevance of the conviction. For example, recent drink and driving offences may cause a particular concern if the post involves the transport of pupils.
- **When the offence was committed.** Generally speaking offences that were committed in the past will be of less concern than more recent convictions but will need to be considered alongside other known information about the candidate's recent history.
- **The frequency of the offences.** A series of convictions over a period of time will be of greater concern than one isolated minor conviction.

'Passporting' of DBS certificates

We acknowledge that the DBS does not endorse the 'passporting' of disclosure certificates as a general principle because they are only assured at the date of issue. However, we note that they recognise that employers have the right to make their own decisions, subject to appropriate risk assessment.

Where we propose to accept a previous DBS disclosure certificate, we will complete the following checks:

- Ask for sight of the original disclosure certificate;
- Ensure that the disclosure is at an enhanced level and is relevant to the children's workforce;

- Ensure that references have been obtained from the previous employer(s) to verify suitability for employment;
- Ensure that barring and prohibition lists have been checked to ensure there is no restriction on employment.

The passporting of a DBS check will also be possible in cases where the person appointed has registered for the DBS on-line checking scheme. In such cases the status of the previous DBS check can be confirmed directly by the school. Other recruitment checks will still be required.

Starting work before the DBS check has been received

DfE guidance does provide some flexibility for schools to allow a new member of staff to commence work prior to receipt of a DBS check in exceptional circumstances. Where a DBS check is not available at the start date it will be for the Head teacher to carry out a risk assessment having regard to other recruitment checks carried out and the requirements of the post. Additional supervision arrangements will be put in place and the situation reviewed at regular intervals until the DBS check is sighted and recorded.

- **Disqualification by Association**

The DfE document, Keeping Children Safe in Education has specified an additional check to be carried out on staff within schools, who work with younger children. The requirement comes from the Childcare Act 2006, and essentially, the requirement applies to staff who work with children under the age of 6, (e.g. employed to work in nursery or reception classes or who supervise or care for this age group); staff employed to care for children up to the age of 8 outside of the school day (e.g. breakfast club/after school care); as well as staff directly concerned with the management of childcare (e.g. Head teachers). These staff groups are required to make a Disqualification by Association declaration to the school.

This check is a declaration regarding themselves or someone in their household, about whether any such person is included on the DBS children's barred list; has been found to have committed certain violent and sexual criminal offences against children and adults; or is living in the same household where another person who is disqualified lives or is employed.

If an employee makes a 'positive' declaration, then the school is required to remove that person from working with the age groups specified, while the employee makes an Ofsted waiver declaration.

- **Conclusion**

Common sense and professional judgement continue to have an important place in safer recruitment, although the school is not complacent and follows the procedures set out in this policy.

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| Author | Allison Hall | Date Written | Sept 2017 |
| Position | SBM | Date ratified | 22 nd Sept 2017 |
| Reviewing Committee | F&S | Review Date | Sept 2020 |

APPENDIX 1 Safer Recruitment checklist

| Pre-interview: | Initials | Date |
|--|-----------------|-------------|
| Planning Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated. Application form seeks all relevant information and includes relevant statements about references etc. | | |
| Vacancy advertised (as appropriate) Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked. | | |
| Shortlisting All applications scrutinised. Any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting. | | |
| References Sought directly from relevant referees on short-listed candidates: ask recommended specific questions: include statement about liability for accuracy. | | |
| References – on receipt Checked against information on application form; scrutinised' any discrepancy/issue of concern noted to take up with applicant (at interview if possible); contact referee, if necessary | | |
| Invitation to interview Includes all relevant information and instructions. Request that appropriate documentary evidence is available. | | |
| Interview arrangements At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards. At least one panel member has completed safer recruitment training. | | |
| Interview | Initials | Date |
| Explores applicants' suitability for work with children as well as for the post. Identity and qualifications of interview candidates verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completes application for DBS Disclosure. Clarification starting salary. | | |
| Conditional offer of appointment : pre-appointment checks | Initials | Date |
| Offer of appointment made subject to satisfactory completion of the following pre-appointment checks and for support staff posts a probationary period | | |
| References (If not obtained and scrutinised previously) | | |
| Identity (if that could not be verified straight after the interview) | | |
| Qualifications (if not verified on the day of interview) | | |
| Right to work in UK | | |
| Evidence of additional overseas checks if required | | |
| DBS – Satisfactory DBS disclosure received including barring checks | | |
| Teachers' Prohibition check | | |
| Disqualification by Association (When required) | | |
| Health – the candidate is medically fit | | |
| QTS – the teacher has obtained QTS and is not subject to any prohibition orders | | |
| Statutory induction Completion confirmed for serving teachers or arrangements put in place for a newly qualified teacher | | |
| Starting Work | | |
| Barred List Check/ Risk assessment (if starting work before DBS certificate received and verified) | | |
| School Induction Provide clarification of child protection and safeguarding responsibilities, including relevant school policies and practice e.g. Social Media Policy, Whistle Blowing. Provide confirmation of role and expectations/confidentiality. | | |