



# Safer Recruitment Policy

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**Staff Responsible:** Head of School / CEO

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**Approved by:** Directors

**Date:** September 2019

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**Last reviewed on:** September 2020

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**Next review due by:** Sept 2021

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<b>Full Name of Policy</b>	<b>Safer Recruitment</b>	
<b>Name and Post of Person/s Responsible</b>	Jane Norris – Head of School / CEO	
<b>Date of Most Recent Policy Review</b>	September 2020	
<b>Frequency of Review</b>	Annually	
<b>Location of Policy</b>	Teacher data/policies	
<b>Policy Approved by Directors</b>	<b>Date</b>	<b>Signature</b>

## **Safer Recruitment Policy**

### **Introduction**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children and young people in education. Ripplevale School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment. Ripplevale School takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

### **Aims and Objectives**

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process. This policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Ripplevale School.

### **Roles and Responsibilities**

It is the responsibility of the Directors to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with any DfE guidance and legal requirements.

It is the responsibility of the Directors, CEO 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 with this document.
- Promote welfare of children and young people and young people at every stage of the procedure.

The Directors have delegated responsibility to the CEO to lead in all appointments.

## **Recruitment and Selection Procedure**

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement. Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children and young people. All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **Application Forms**

Ripplevale School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history). The application form will include the applicant's declaration regarding convictions and working with children and young people, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV' will not be accepted.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g.: General Teaching Council for England).

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role. The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children and young people.

### **References**

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or

anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference.

The School does not accept open references, testimonials or references from relatives.

## **Interviews**

There will always be a face-to-face interview and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NSPCC Safer Recruitment Training). Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process. At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable. All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant ID documents will be destroyed following the end of the recruitment programme.

## **Offer of appointment and new employee process**

The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Certificate, references, and medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NSPCC Safer Recruitment Training. The checklist will be retained on personal files.

## **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Ripplevale School.

All staff at Ripplevale School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. It is Ripplevale School's policy for employees to join the update service to enable the school to check annually for any information added to the DBS and to check any employee that takes leave for more than three months (i.e.: maternity leave, career break etc.) the DBS must be re-checked before they return back to work. Members of staff at Ripplevale School are aware of their obligation to inform the Head of School / CEO of any cautions or convictions that arise between these checks taking place.

## **Portability of DBS Certificates Checks**

It is school policy for all staff to register with the DBS Update Service. Staff are required to ensure they update this service annually. If they miss updating the service, they will be required to pay for a new enhanced check within 3 years of the current certificate.

## **Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the school within 7 days of issue or applicants before they commence work or any project involving regulated activity.

## **Dealing with convictions**

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the CEO. A decision will be made following this meeting.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, birth certificate, driving license etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### **Medical Fitness**

Anyone appointed to a post involving regular contact with children and young people must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### **Overseas checks**

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will, if applicable, sponsor all new foreign members of staff (see Certificate of Sponsorship section). In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

### **Certificates of Sponsorship (CoS)**

If an appointed applicant is a national of a non-EEA country, a CoS may be required before any offer of employment is made.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the school policies and procedures, including Safeguarding and the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

## **Single Central Register of Members of Staff**

In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with the DfE's requirements. This is kept up-to-date and retained by the Senior Administrator. The Single Central Register will contain details of the following:-

- All employees who are employed to work at the school;
- all employees who are employed as supply staff to the school whether employed directly or through an agency;
- all others who have been chosen by the school to work in regular contact with children and young people. This will cover volunteers, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches, consultants etc.

The CEO will be responsible for auditing the Single Central Register.

## **Record Retention /Data Protection**

Ripplevale School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal. All information retained on employees is kept in the admin block in a secure and locked cupboard with limited access by HR staff only

## **Ongoing Employment**

Ripplevale School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the annual appraisal procedure.

## **Leaving Employment at Ripplevale School**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (ie: physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply. In cases of dismissal (or resignation) due to the above behaviour, Ripplevale School will inform the DfES and the Children and young people's Safeguarding Unit of the circumstances why the employee is leaving Ripplevale School's employment.

## **Monitoring and Evaluation**

The Directors will be responsible for ensuring that this policy is monitored and evaluated throughout the school.

**UPDATE SCHEDULE**

<b>Version</b>	<b>Reviewed</b>	<b>Reason for update</b>
<u>1</u>	<u>06.09.20</u>	<u>Annuual update</u>