



**Southerly Point Co-operative Multi-Academy Trust**

**SAFER RECRUITMENT  
POLICY**

**Equality Impact Assessment**

The EIA has not identified any potential for discrimination or adverse impact and all opportunities to promote equality have been taken.*	
The EIA has not identified any conflict with the Trust's co-operative values.	
Adjust the policy to remove barriers identified by the EIA or better promote equality.	

\*Inclusive of protected characteristics

<b>Provenance</b>	<b>Date</b>
Working Party	Nov 2016
HR checks	June 2017
Union Consultation	Aug 2017
Trustees	Sept 2017
Implementation	Oct 2017

<b>Review Date</b>
October 2020

<b>To be read in conjunction with:</b>	
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**Self Help Self Responsibility Equity Equality Democracy Solidarity  
Social Responsibility Honesty Openness Caring for Others**

# **Southerly Point Co-operative Multi-Academy Trust**

## **SAFER RECRUITMENT POLICY**

### **Introduction**

The safe recruitment of employees in schools is the first step to safeguarding and promoting the welfare of children in education. Southerly Point Co-operative Multi Academy Trust is committed to safeguarding and promoting the welfare of all students in its care and in order to help this, it is committed to a thorough and consistent Safer Recruitment Policy.

### **1. Aims and Objectives**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- recruit the best possible employees on the basis of their merit, ability and suitability;
- ensure all job applicants are considered equally and consistently;
- ensure no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- 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;
- ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education September 2016, the Prevent Duty Guidance for England and Wales, and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

### **2. Identification of Recruiters**

Subject to the availability of training, the Trust will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

### **3.**

- 3.1** To ensure equality of opportunity, the Trust will advertise all vacant posts at the appropriate level for the vacancy: internal to school; internal to Trust; or external with posts open to both internal and external candidates. Recruitment procedures ensure that opportunities for redeployment will be considered if staff are at risk of redundancy or significant change.
- 3.2** Any advertisement will make clear the Trust's commitment to safeguarding and promoting the welfare of children.
- 3.3** All documentation will be treated confidentially in accordance with the Data Protection Regulations..
- 3.4** All prospective applicants must complete an application form which includes a declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. CV's will not be accepted.
- 3.5** Where recruitment is wholly an internal procedure, applicants will be requested to complete an Internal Application form in lieu of an application form.
- 3.6** A job description must be finalised before taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.
- 3.7** The person specification informs the selection process. 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.
- 3.8** There may be occasions when it is necessary to specify the required gender of prospective applicants.

#### **4. Short listing and References**

- 4.1 Short-listing of candidates will be against the person specification for the post.
- 4.2 When application forms go for shortlisting, all forms are anonymised to remove personal details.
- 4.3 At least 2 satisfactory references will be required, one of which must be from the applicant's current or most recent employer. If the applicant is currently, or has previously been, employed in a school, this should be the Headteacher. For an internal appointment, a reference will be required from the applicant's line manager.
- 4.4 References will be taken up before interview, so that any discrepancies can be probed during the selection stage.
- 4.5 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 4.6 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.7 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 4.8 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 4.9 Trust employees are entitled to see and receive, if requested, copies of their employment references.

#### **5. Secretary of State Prohibition Orders including EEA Sanctions List (teaching roles)**

- 5.1 In all cases where an applicant is to undertake a teaching role of any kind a 'prohibition from teaching check' and check of the EEA Sanctions list will be made using the Teacher Services' System. This will be done before any offer of employment is made.
- 5.2 Prohibition orders prevent a person from carrying out teaching work in schools, sixth form Colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.
- 5.3 For any teacher who has lived or worked outside of the UK, a check will also be made against the 'Teachers sanctioned in other EEA member states'. A sanction/restriction imposed by an EEA member state does not prevent an individual from teaching in the UK, but the Trust will consider the circumstances that led to the sanction/restriction being imposed.
- 5.4 Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

#### **5.5 Section 128 direction**

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teacher Services' System. Where the person will be engaged in regulated activity, a DBS barred list will also identify any section 128 direction.

The grounds on which a section 128 direction may be made by the Secretary of State are found in the relevant regulations.

## **6. The Selection Process**

**6.1** Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

**6.2** Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage, but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

**6.3** Candidates will always be required:

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

## **7. Employment Checks**

**7.1 All successful applicants are required:**

- to provide proof of identity;
- to complete an enhanced DBS application and receive satisfactory clearance;
- have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;
- to pass a prohibition from teaching check including EEA Sanctions List Checks, where appropriate;
- to provide actual certificates of professional qualifications, as deemed appropriate by the Trust;
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role;
- to provide proof of their right to work in the United Kingdom;
- to complete a childcare disqualification declaration, where appropriate.

**7.2 Proof of Identity, Right to Work in the UK & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the Trust will be required to bring their identification documentation such as passport, birth certificate, driving licence 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 required for the position and claimed in their application form.

**7.3 Fitness to undertake the role**

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.

**7.4 Individuals who have lived or worked outside the UK**

When appointing a UK citizen who has lived overseas or a non UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 6 months within the last 5 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the Trust and has already provided the certificate, which can be used for future appointments providing that there is no break in service.
- Applicants who have spent time overseas as part of Her Majesty's Services i.e. Army, Navy, Air Force.
- Applicants who are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct, then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

### **7.5 Childcare Disqualification Declaration**

Where relevant, all applicants must complete a self-declaration form provided by the Trust in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to Early Years' Provision - employees who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the College) both during and outside of school hours for children in the early years' age range.

### **8. Offer of appointment**

The appointment of all new employees is subject to the receipt of a satisfactory enhanced DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualifications and proof of identity.

There may be occasions when the Trust will include a requirement for a successful probationary period to be completed before confirming a permanent appointment. If this is the case, the line manager will review and assess the new employee's performance, capability and suitability for the role during the employee's probationary period through an agreed series of informal meetings.

Where performance is unsatisfactory the line manager will consider extending the probationary period, or alternatively, will consider the termination of an individual's contract.

### **9. Single Central Record**

Each Trust school must keep a single central record, referred to in the regulations as the register. The single central record must cover all employees (including supply employees, and teacher trainees on salaried routes) who work at the school. (Where a colleague works across multiple bases in the Trust, the school which initially employed them will hold their details on that school's SCR – other schools will log them as a visitor.) Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the Trust.

### **10. Induction**

- 10.1** The Trust 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 employees. The Trust will therefore provide ongoing training and support for all employees.
- 10.2** All employees who are new to the Trust will receive induction training that will include the Trust safeguarding policies and guidance on safe working practices as well as an induction to their school.
- 10.3** Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate line manager(s).