



Recruitment, Selection and Safer Employment Policy

The first section of this policy is based on the EPM Model Recruitment Selection Policy which is suitable for adoption by all categories of maintained schools and academies and free schools.

The Second Section of the policy contains additional points from the Cambridgeshire Safer Employment Policy. This policy covers matters of Recruitment Selection but also other points that are covered in Section Two of this policy.

Section One: Recruitment Selection Policy and Procedure (from the EPM Model Policy)

1. Introduction

- 1.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.

2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The Governing Body delegates the power to offer employment for all posts below the level of *Assistant Head* to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Headteacher is expected to involve at least one Governor in the appointment of *all teaching staff, and will endeavour to do so for all staff*.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

3. Advertising

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

4. Information for Applicants

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Application Form. CVs will not be accepted
- 4.3 An Information pack containing:
 - a description of the school relevant to the vacant post.
 - reference to the school's policy on Equality and Diversity.
 - reference to the Child Protection/Safeguarding Policy.
 - DBS and other pre-employment requirements.
 - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - the closing date for the receipt of applications.
 - outline of terms of employment including salary.

5. Short Listing and Reference Requests

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Reference requests will ask the referee to confirm:
 - the referee's relationship with the candidate;
 - details of the applicant's current post and salary;
 - performance history and conduct;
 - any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
 - details of any substantiated allegations or concerns relating to the safety and welfare of children;
 - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

5.5 If the field of applicants is felt to be weak the post may be re-advertised.

6. Interviews

6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:

6.1.1 Briefing:

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

6.1.2 The formal interview:

Before the interviews the selection panel will agree on the interview format. 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 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, 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.

7. Offer of Employment by the Selection Panel

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8. Personnel file and Single Central Record

8.1 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 – minimum of 2

- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance from the Occupational Health service
- evidence of DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment

8.2 The school will maintain a Single Central Record of employment checks in accordance with [Keeping Children Safe in Education](#). (See Additional Points below).

9. Start of Employment and Induction

9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children

Section Two: Additional Points from the Cambridgeshire Safer Employment Policy

St Matthew's has adopted the EPM Model Policy as EPM provide the school with its personnel advice. The following additional points are taken from the Cambridgeshire Safer Employment Policy which covers all of the above and some other areas that are addressed below.

Childcare Disqualification

For staff who work in childcare provision or who are directly concerned with the management of such provision, the school needs to ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009. This includes Disqualification by Association - living in the same household where another person who is disqualified lives or is employed.

Record retention/data protection

The school will retain all interview notes on all candidates for a 6-month period, after which the notes for all but the successful candidate will be shredded. The 6-month period will allow the school to deal with any data access requests, recruitment complaints or complaints of discrimination raised in the Employment Tribunals.

Under the Data Protection Act, 1998, applicants have the right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Headteacher within 6-months of the interview date.

Contractors

All contractors and agencies supplying staff to work in the school are expected and required to undertake safer recruitment pre-employment checks.

Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. We have arrangements in place with contractors to make sure that they, or any employee of the contractor, working at our school has been subject to the appropriate level of DBS check, if any such check is required.

Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

If a contractor working at our school is self-employed, we shall consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will always check the identity of contactors and their staff on arrival at the school.

Agency, Supply or partner organisations

The school does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visiting staff employed by Supply or partner agencies, e.g. Local Authority or NHS. The school will request written confirmation that confirms the individual has undergone appropriate checks including DBS checks.

The school will check that the person presenting themselves for work is the same person on whom the checks have been made.

The Headteacher will use their professional judgement about the need to escort or supervise visitors.

Single Central Record

In line with DfE requirements, the school will maintain a single central record of recruitment and vetting checks. The record will include details of all employees including casual staff, agency workers (whether paid directly or through an agency), teacher trainees on salaried routes, volunteers, governors who also work as volunteers and those who provide additional teaching or instruction for pupils but are not directly employed e.g. sports coaches, artists, language tutors, etc.

The central record will indicate whether/when the following were completed and by whom:

- identity checks
- qualification checks
- checks on right to work in the UK
- a prohibition from teaching check
- Barred list checks
- Enhanced DBS disclosure
- Disqualification by association
- Overseas records e.g. Certificates of Good Conduct, where appropriate.

In order to record agency workers or supply staff, the school will request written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check has been provided in respect of the member of supply staff and the date that confirmation was received. The school will not undertake checks on such staff except where there is information contained in the DBS disclosure. However, we will check that the person arriving is genuinely the person the agency has referred to us by asking him/her for photographic proof of identity.

Where checks are carried out on volunteers, schools should record this on the single central record

The Headteacher will undertake an annual review of the single central record to ensure that it remains accurate and will confirm the outcome to the Governing Body.

Probationary periods

Support staff and volunteers will be subject to a six month probationary period during which their performance and behaviour will be monitored. In exceptional cases, the probationary period may be extended for up to a further six months if necessary.

School staff and volunteers will be given a copy of the Code of Conduct, the DfE guidance entitled 'Guidance for Safer Working Practice for Adults who with Children and Young People in Education Settings' issued in March, 2009, which will be discussed with them to ensure their understanding. They will be asked to sign a declaration confirming that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

Training and development

All members of school staff and volunteers will receive Basic Child Protection Training at three- yearly intervals, in accordance with the LSCB, organised by the Designated Safeguarding Lead (DSL). The DSL and any other Designated Personnel (DP) will receive refresher training every two years, provided by the County Council's Education Child Protection Service.

The DSL is responsible for ensuring that all staff are aware of the relevant policies and procedures for child safeguarding and are able to identify when a child may be suffering or at risk of suffering harm or neglect. The DSL will ensure that all staff and volunteers understand the principles of 'Safer Working Practice' (see above) and recognise that the school has a protective ethos in which the needs of the children are paramount.

Contact with children outside work

Whilst we wish members of the school community to work together in a positive manner, we do not encourage employees or volunteers to make contact with children and young people outside work. Our employees are strongly advised to follow the good practice advice contained in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People'. This is for the safety of the children, which is paramount and in the best interests of the members of staff or volunteers.

Acceptable use of ICT/social networking

In line with the guidance in section 12 above, employees must not have personal contact with children and young people via their personal e-mails or social networking sites such as Facebook. Employees should make sure they are following the advice issued by all of the trade unions on this issue, which is also covered in 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'. This is for the safety of the children and for the adult concerned.

Dress code

All staff and volunteers should dress appropriately for a setting in which impressionable children and young people will be present. If in doubt, advice on this issue can be obtained from the Headteacher and some trade unions also produce guidance on suitable dress codes. Further information can also be found in the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Education Settings'.

Self-disclosure

During their employment with the school, all employees and volunteers are required to disclose any changes of circumstances to the Headteacher. This includes details of any criminal investigations, convictions or warnings to which they may be subject, or any relevant information that a reasonable employer might consider would impact on their employment.

Employees should always discuss with their line manager any difficulties or problems that may impact on their suitability to work with children and young people, so that appropriate support can be provided or action taken. Failure to notify the Headteacher of any conduct that may or will result in the employee or volunteer being placed on one of the government's Disclosure and Barring Service's barred lists will be treated as gross misconduct and may result in summary dismissal.

Managing allegations

The DSL will also ensure that staff and volunteers understand they must refer any apparent misconduct and concerns about a child to the Headteacher. The school will refer any allegation against a member of staff or volunteer to the County Council's named senior officer, who will liaise with the Local Authority Designated Officer (LADO) as necessary. The referral will be made within 24 hours of the allegation being received.

The school will cooperate with any investigation that may follow, in accordance with the DfE and the Cambridgeshire Local Safeguarding Children Board's allegations procedures. The procedures will apply even if the employee or volunteer ceases to work at the school.

If there have been concerns about a member of the school community's suitability to remain in the children's workforce, we will not enter into any settlement agreement and will make a referral to the Disclosure and Barring Service as appropriate.

Further guidance on managing allegations can be found in Keeping Children Safe in Education Part Four.

Monitoring safer employment practice

The Headteacher is responsible for monitoring the school's adherence to safer recruitment and safer employment practice. The Headteacher will report to the full Governing Body annually on safer employment practice in the school via the Annual Child Protection and Safer Recruitment Monitoring Report to Governors.

The Governing Body will appoint one governor to act as the safer employment champion, who will support the Headteacher in ensuring that that school operates fair practices that ensure a safe environment for children and young people.

The school will also participate actively in the County Council's annual safer employment audit if asked to do so. The results of the audit will be shared with the full Governing Body and immediate action will be taken to improve our practices if the report indicates any areas of concern.

Annual safeguarding report

The Headteacher and Chair of Governors will complete an annual child protection and Safer Recruitment monitoring report, which will be presented to the full Governing Body for endorsement and action. A copy of the report will be returned to the County Council's Education Child Protection Service.