

# HARROP FOLD SCHOOL

## Safer Recruitment Policy 2013/14

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***"For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed..."*** Bichard Report, 2004, p 12, para 70

The safe recruitment of staff at Harrop Fold is the first step to safeguarding and promoting the welfare of the children who are in our care.

We are committed to safeguarding and promoting the welfare of all our students and expect all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Harrop Fold recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within our school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within our school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Harrop Fold is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

Harrop Fold will:

- ✓ Ensure that appropriate staff who undertake recruitment have received safe recruitment training and successfully completed the NCSL safe recruitment training assessment (*From 1 November 2009, the Safer Recruitment programme will be run by the Children's Workforce Development Council (CWDC).*)
- ✓ Ensure every appointment panel will include one member who has received safe recruitment training including a governor.
- ✓ Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- ✓ Keep and maintain a single central record of recruitment and vetting checks in line with DCSF requirements.
- ✓ Ensure that the terms of any contract with an agency or PFI contractors require them to adopt and implement measures described in this procedure. Harrop Fold's Senior HR Lead will monitor the compliance with these measures.
- ✓ Require staff that that are convicted or cautioned for any offence during their employment with us will to notify the Headteacher, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer.
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- ISA/list 99 check
- A satisfactory CRB clearance
- Verification of the candidate's medical fitness via the Local Authorities Occupational Health Service
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

## **1. Roles and Responsibilities**

It is the responsibility of the Governing Body to:

- Ensure Harrop Fold has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements
- Monitor our compliance with them

It is the responsibility of the Headteacher and other senior level leaders involved in recruitment to:

- Ensure that we operate safe recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at Harrop Fold
- To monitor MITIE and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of Agencies to comply with safe recruitment pre employment checks.

It is the responsibility of MITIE/Morgan Ashurst to comply with safe recruitment pre-employment checks and notify the Local Authority.

It is the responsibility of the School's HR Officer to liaise with the Local Authorities Safe Team with regard to the administration of the disclosure system for the School.

In accordance with the School Staffing Regulations the Governing Body has delegated responsibility to the Headteacher to lead in all appointments outside of the leadership group.

School governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

## **2. The Procedure**

### **Advertising**

To ensure equality of opportunity, Harrop Fold will advertise all vacant posts to encourage as wide a field of candidates as possible; normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Posts will also be advertised in the Local Authorities Job Bulletin and Intranet.

### **Applications**

The form – Harrop Fold uses the Local Authorities standard application form. CVs will not be accepted.

We require candidates to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be 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 (eg: General Teaching Council for England).

### **References**

References for shortlisted candidates will be sent for immediately after short listing. The only exception to this is where candidates have indicated on their application forms 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 offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. We will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable. One reference must be from the last employer.

Reference requests will specifically ask:

- About the referee's relationship with the candidate.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record.
- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current.

- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is likely to give cause for concern.

### **3. Self-declaration of convictions by job applicants**

Our policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and includes any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Headteacher, prior to the interview. The chair of the panel / Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive CRB disclosures.

### **4. Interviews**

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with NCSL Safer Recruitment Training)
- Student Council panel / Activity with children / Teach a lesson

### **5. Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.**

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. At Harrop Fold we will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, we will require sight of a properly certified copy. Where candidates have obtained

qualifications abroad, a certified comparability check by NARIC will also be required.

Proof of identity and other documentation will be verified by the chair of the panel/Headteacher.

#### **6. Commencement of Employment prior to CRB check being received**

In unusual circumstances it is permitted to commence employment prior to receiving a CRB check. However an ISA/List 99 check and risk assessment must be completed and signed off by the Headteacher.

#### **7. Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of CRB disclosures, the checks detailed above will be completed BEFORE a person's appointment is confirmed. In the case of CRB disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within eight weeks of employment commencing.

#### **8. Record Retention / Data Protection**

Harrop Fold will retain all interview notes on all applicants for a six month period, after which time the notes will be destroyed (ie: shredded). The six month retention period will allow us to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal. Under the Data Protection Act 1998, applicants have a 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 chair of the panel / Headteacher within six months of the interview date.

#### **9. Personal file records**

Harrop Fold will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of the CRB clearance (ie: the CRB certificate reference number, NOT the actual CRB form or certificate)

#### **10. Single Central Record of Recruitment Vetting Checks**

In line with DCSF requirements, Harrop Fold will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching/instruction/support for students but who are not staff members, eg: specialist sports coach/artist/Local Authority/Salford Foundation workers who regularly meet with students.

The central record will indicate whether or not the following have been completed:

- Identity checks.
- Qualification checks for any qualifications legally required for the job.

- Additionally for those applying for teaching posts, registration check with the GTC where appropriate.
- Checks of right to work in the United Kingdom.
- ISA List 99 checks.
- Evidence of CRB clearance.
- Further overseas records where appropriate.

The central record will also indicate who undertook the checks and the date on which the checks were completed.

In order to record supply staff provided through an agency on the record, Harrop Fold will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. Harrop Fold does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks will be carried out by us to check the person arriving is the person the agency intends to refer to us.

### **11. Probation periods**

Newly appointed teachers/support staff that is new to the employment of Harrop Fold will be subject to our probationary period.

School Staff will be given copies of both the Child Protection & Safeguarding

Policy and Salford's Safeguarding Children's Board guidance on Guidance for Safer Working Practice for Adults who Work with Children and Young People and asked to sign a declaration that they have read and understood the documents and will follow the guidelines required to maintain professional boundaries and be alert to child protection issues at all times.

Harrop Fold adopts a culture of vigilance where all concerns are listened to and taken seriously. At all times we follow the D of E and Salford's Safeguarding Children Board allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.