



# **PARRS WOOD HIGH SCHOOL**

## **SAFER RECRUITMENT POLICY**

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**Approval History**

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**Revision History**

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## **1. Purpose**

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. This document therefore sets out the procedures to be adopted in order to ensure that the recruitment process for our Academy, Parris Wood High School is as safe as possible.

## **2. Scope**

The measures described in this policy will be applied to all who are employed to work at Parris Wood High School who are likely to have contact with, and be perceived by students as safe and trustworthy adults.

Incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers etc. who work regularly at Parris Wood High School. Although they may not have direct contact with students as a result of their role/job, nevertheless they may be considered safe and trustworthy due to their regular presence on the Academy site.

## **3. Responsibility**

The Governing Body are responsible for ensuring the Academy has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements, and for monitoring the Academy's compliance with them. The Headteacher and all other Managers involved in recruitment are then responsible for ensuring the Academy implements the policy by operating safe and fair recruitment and selection procedures which are kept up to date to reflect any changes to legislation and statutory guidance.

The procedures and standards as laid down in this policy must be used by all those involved in the recruitment process within the Academy.

## **4. Our Approach**

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the Academy community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- Attracting the best possible candidates/volunteers to vacancies;
- Deterring prospective candidates/volunteers who are unsuitable for work with children or young people;
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people;
- Ensuring the best possible staff are recruited on the basis of their abilities and suitability for the role.

## **5. Recruitment and Selection Procedure**

### **5.1 Job Description and Person Specification**

- 5.1.1 A job description should clearly and accurately set out the duties and responsibilities of the job role. It therefore represents a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process.
- 5.1.2 The person specification details the skills, experience, abilities and expertise to do the job and is therefore of equal importance in the recruitment and selection process. This will make reference to the Academy's commitment to the safeguarding of students.

## 5.2 Inviting Applications

- 5.2.1 Advertisements for roles will include the following statement:

'The Academy is committed to safeguarding and promoting the welfare of children. We therefore follow safer recruitment procedures and successful candidates are required to undertake an Enhanced Disclosure via the Disclosure and Barring Service, along with other pre-employment checks.'

- 5.2.2 Prospective applicants will be directed to the Academy's website to apply which will contain details of the application and recruitment process along with the job description, person specification and the application form.
- 5.2.3 The Academy will use a standard application form containing a common set of core data from all applicants about their academic and employment history and their suitability for the role, which all prospective applicants must therefore complete, in full. A curriculum vitae will not be accepted in place of a completed application form.

## 5.3 Identification of the Recruitment Panel

- 5.3.1 Although no longer a statutory requirement, the Academy will aim to ensure, wherever possible, that at least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment'.

## 5.4 Shortlisting and references

- 5.4.1 Candidates will be short listed against the person specification for the post.
- 5.4.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage and taken up with either the referee and/or candidate, as appropriate. References will always be requested directly from the referee and open references will not be accepted in any circumstances.
- 5.4.3 References will be sought covering, as a minimum, the last three years of continuous employment and/or training. One of the referees must therefore be the candidate's current or previous employer. If the candidate is not currently working with children but has done so in the past, one of their referees should be in connection with that employment. If the candidate is a student, then they must provide an academic referee. If the post requires unsupervised access to children, the Academy does also reserve the right to approach **any** past employer for a reference. Information requested will include details of their performance, absences and disciplinary records.

5.4.4 References must be issued on the Academy reference pro-forma which ensures that certain questions are asked about all candidates. This avoids references which may have been written as part of a settlement agreement and would not state any adverse qualities or incidents involving the candidate.

## 5.5 The Selection Process

5.5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require, as a minimum, a face-to-face interview of short-listed candidates at which the candidate's relevant skills and experience will be discussed in more detail.

5.5.2 Candidates will always be required to:

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

## 5.6 Employment Checks

5.6.1 The offer of employment of all new employees is subject to the receipt of a satisfactory enhanced DBS disclosure (with barred list information for staff engaged in regulated activity), references, medical checks, verification of qualifications (as appropriate), proof of identity, proof of eligibility to live and work in the UK and satisfactory completion of a 6 month probation period.

5.6.2 In addition to the DBS checks, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching, using the Employer Access Online service.

5.6.3 A personal file checklist will be used to track and audit paperwork obtained. The checklist will be retained on personnel files and on completion of all checks, the HR Officer will contact the appointing Manager to confirm that all paperwork has been received and a start date can be agreed.

5.6.4 In addition to the staff records maintained by the Academy on an individual's personnel file, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is retained electronically and kept up to date by the HR Officer, and contains details of the following:

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

## 5.7 Induction and Probation

5.7.1 All new employees will be subject to a thirteen weeks probation period and will receive an induction programme designed to meet the needs of the individual and the Academy. This will clearly identify key information a new starter will need to know especially regarding the Academy's main policies and procedures, including the Child Protection Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

5.7.2 The purpose of the probation/induction process is therefore to:

- Provide appropriate training and information commensurate with the role and the Academy's policies and procedures;
- Ensure staff are integrated and feel safe and valued;
- Establish the conduct expected of staff within the Academy;
- Provide a platform for new starters to discuss any issues or concerns they may have regarding their role/responsibilities;
- Enable the line manager to monitor and review the employee's ability, suitability and/or capability for the role.

## **6. Volunteers**

6.1 All volunteers who will work in an unsupervised capacity are subject to the same DBS checks as regular staff members in accordance with our Child Protection policy.

6.2 Where necessary, a suitable member of staff will be allocated responsibility for each volunteer, and must therefore ensure volunteers are aware of key academy policies and procedures, in particular the Child Protection Policy.

## **7. Agency and Third-Party Staff**

7.1 The Academy will only use those agencies/organisations which operate safer recruitment procedures and supply written confirmation that all relevant checks and DBS requirements have been satisfactorily completed.

7.2 If the third party is self-employed, the Academy will consider undertaking all relevant safer recruitment checks, including an enhanced DBS check, as appropriate.

7.3 The Academy will carry out identity checks for all agency and third-party staff when the individual arrives at the Academy.

## **8. General Principles**

8.1 Whilst the Academy wishes to ensure the highest standards of safety are achieved, it is critical to the success of the Academy and its students that the recruitment process is also about attracting the highest calibre of staff. The Academy will therefore approach any recruitment campaign with this in mind.

8.2 The Academy 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 based on the

applicant's abilities, qualification, experience as measured against the job description and person specification.

- 8.3 The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current legislation.
- 8.4 If a member of staff involved in the recruitment process has a close friend 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.
- 8.5 For successful applicants, application forms and interview notes will be retained on their personnel files. All information retained on employees is kept centrally in the HR Office in a locked cabinet. For all unsuccessful applicants, application forms and any interview notes (where applicable) will be retained for a period of 6 months, after which time they will be securely destroyed in line with our Data Retention Procedures.

## **9. Related Documents**

Please note that separate policies/documents are available on:

- Safeguarding & Child Protection Policy
- Data Retention Procedures