BORDEN GRAMMAR SCHOOL

Safer Recruitment & Induction Policy

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Borden Grammar School
Safer Recruitment & Induction Policy

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SAFER RECRUITMENT AND INDUCTION POLICY

This policy links to our Safeguarding & Child Protection Policy and should be understood in conjunction with our Fairness at Work Policy and Single Equality Policy in particular.

The DfE document 'Keeping Children Safe in Education: for Schools and Colleges (September 2016) should be the key reference point; this document has replaced the 2007 document Safeguarding Children and Safer Recruitment in Education.

Policy Statement

'Borden Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'.

This policy will be applied in relation to everyone who works with children in the school who are under 18 years of age who is likely to be perceived by the children as a safe and trustworthy adult. The policy statement will be included in:

- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

Planning and Advertising

It will be made clear what mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and any particular matters will be mentioned in the advertisement for the post in order to prevent unwanted applications. The recruitment exercise itself will identify who should be involved, assign responsibilities and set aside sufficient time for the work needed at each stage to be completed. The selection process will be organised to allow references to be obtained on shortlisted candidates before interview.

Material that will form part of the pack to be sent to prospective applicants e.g. the application form, job description, and information/guidance for applicants will be up-to- date, and clearly set out the extent of the relationships/contact with children and the degree of responsibility for children that the person will have in the position to be filled. (N.B. all work in a school or similar setting involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.)

When a vacancy is advertised, the advertisement will include a statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake a criminal record check via the DBS, where appropriate, as well as the usual details of the post and salary, qualifications required, etc.

Application Form

An application form will be used to obtain a common set of core data from all applicants and is available on the school website. For applicants for all types of post the form will contain:

- full identifying details of the applicant including current and former names, date of birth, current address, and National Insurance number;
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award;
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education/training, and part-time and voluntary work as well as full time employment, with start and end dates, explanations for periods not in employment or education/training, and reasons for leaving employment.
- a declaration of any relationship to anyone studying at the school or employed by the school (including governors).
- details of referees. One referee should be the applicant's present or most recent employer, and normally two referees should be sufficient. N.B. where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. The Borden application form makes it clear references will not be accepted from family, ex/current partners or from close friends.
- a statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification.
- details about how data will be collected, stored, used and deleted

It will include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared, and it should require a signed statement that the person is not disqualified from work with children, or subject to sanctions imposed by a regulatory body, e.g. the General Teaching Council, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked 'confidential'. It will record that:

- where appropriate the successful applicant will be required to provide a Disclosure from the DBS at the appropriate level for the post;
- the prospective employer will seek references on shortlisted candidates, and may approach previous employers for information to verify particular experience or qualifications, before interview;
- if the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including anywhere the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed. If the applicant is not currently working with children but has done so in the past, that previous employer will be asked about those issues.
- 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.

Applicants for teaching posts will also be asked:

- to provide their DfE reference number;
- whether s/he has Qualified Teacher status (QTS); and,

explanatory notes and/or instructions for completing the form should be included in the candidate's information pack,

Job Description

This will clearly state:

- the main duties and responsibilities of the post
- the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for, or comes into contact with.

Person Specification

This will:

- include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- the competences and qualities that the successful candidate should be able to demonstrate; and,
- explain how these requirements will be tested and assessed during the selection process.

Information pack to candidates

The pack will include a copy of:

- the application form, and explanatory notes about completing the form;
- the job description, and person specification;
- Information for applicants.

Scrutinising and Shortlisting

All applications will be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion. Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, will need to be explored and verified.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

References

These will always be sought and obtained directly from the referee. References or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern" will not be relied upon.

References will be sought on all shortlisted candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that will be the aim in all cases. It is up to the person

conducting the recruitment to decide whether to accede to a candidate's request to approach his/her current employer only if s/he is the preferred candidate after the interview, but it is not recommended as good practice.

In any case where a reference has not been obtained on the preferred candidate before interview, the prospective employer must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All requests for references will seek objective verifiable information and not subjective opinion. A copy of the job description and person specification for the post for which the person is applying will be included with all requests, and every request will ask:

- about the referee's relationship with the candidate, e.g. did they have a working relationship: if so what; how long has the referee known the candidate, and in what capacity;
- whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification;
- whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable;

and will remind

- they should provide full reasons for responses;
- they should explain any uncertainties about candidates fully and clearly.

In addition to the above, requests addressed to a candidate's current employer, or a previous, employer in work with children, will also seek:

- confirmation of details of the applicant's current post and salary;
- judgements about the applicant's performance history and professional conduct;
- details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current;
- details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those; and,
- details of any allegations or concerns that have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved.

On receipt references will be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee will be telephoned and asked to provide written answers or amplification as appropriate. The information given should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.

Any information about past disciplinary action or allegations should 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 in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

The school reserves the right to request that the applicant provide additional references where the original references are deemed inappropriate for our purposes.

Other checks before interview
If a short listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

Interviews
The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will include a face-to-face interview even if there is only one candidate.

Invitation to Interview
In addition to the arrangements for interviews - time and place, membership of the interview panel - the invitation will remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy of the person specification can usefully draw attention to the relevant information.

Interview Panel
Although it is possible for interviews to be conducted by a single person it is the established practice of the school to usually have a minimum of two interviewers, and in some cases, e.g. or senior or specialist posts, a larger panel might be appropriate.

The members of the panel will:

- have the necessary authority to make decisions about appointment;
- be appropriately trained, one member of the interview panel will have undertaken safer recruitment training**;**
- meet before the interviews to: reach a consensus about the required standard for the job to which they are appointing; consider the issues to be explored with each candidate and who on the panel will ask about each of those; agree their assessment criteria in accordance with the person specification.

The panel cannot agree in advance a list of questions for each candidate that they will not deviate from, but they can agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate based on the information provided in the candidate's application and references (if available).

A candidate's response to a question about an issue will determine whether and how that is followed up. Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the authority/schools' agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

Offer of Appointment and New Employee Process

In accordance with the recommendations set out in Keeping Children Safe in Education the School carries out a number of pre- employment checks in respect of all prospective employees. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where that has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for positions which involve "teaching work":
  - the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and
  - the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
- where the position amounts to "regulated activity" the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" confirmation that the applicant is not named on the Children's Barred List;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, or working in a position which involves regular contact with children;
- confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of a school;

- verification of the applicant's medical fitness for the role;
- verification of the applicant's right to work in the UK;
- any further checks which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

All appointments are subject to a probationary period during which time a reduced notice period applies enabling termination of the employment for whatever reason, by either the employee or the School in a shorter time frame than would normally apply under the standard terms of their contract.

The School's disciplinary and capability procedures do not apply during this probationary period. The School also reserves the right to extend this probationary period should it deem this necessary.

DBS (Disclosure and Barring Service) Certificate

A Disclosure and Barring Service (DBS) check is required for all staff directly employed by Schools and Academies in paid positions who will be engaging in regulated activity. Exceptions to this are those who have been continuously employed, or with a break of no more than 12 weeks, within the education sector prior to March 2002.

For those working in regulated activity, confirmation must be sought that the candidate is not included on the Children's Barred List. A check against the Children's Barred list will be requested as part of the DBS disclosure.

Regulated activity is defined as: -

1. Activity of a specified nature
- Teaching, training, instruction, care or supervision of children (except if the person undertaking the activities is under regular supervision) if carried out by the same person frequently or overnight.
- Advice or guidance (except legal advice) provided wholly or mainly for children which relates to their physical, emotional or educational well-being if carried out by the same person frequently or overnight.

2. Activity within specified establishment
- Any activity that is for or on behalf of the establishment with the opportunity for contact with children if carried out frequently.

3. Health or personal care of a child
- Healthcare provided to a child by a health care professional or by a person acting under the direction or supervision of a healthcare professional
- Physical help with eating, drinking, toileting, washing etc.

4. Day to day management of regulated activity

- Day to day management, on a regular basis, of a person who is providing regulated activity in relation to children.

In addition to those in paid employment it is important to note that all volunteers having unsupervised, frequent, or intensive contact with children (i.e. regulated activity) must obtain an enhanced disclosure with barred list check. Schools/Academies may obtain an enhanced DBS certificate (not including barred list information) for volunteers who are not engaged in regulated activity, but who have the opportunity to come into contact with children on a regular basis e.g. supervised volunteer. Volunteers undertaking other one-off contact such as helping on sports day are not required to have an enhanced DBS check however, adequate supervision must be in place.

Portability of DBS Certificates Checks

Staff are informed of the opportunity to join the DBS Update Service if they are likely to require another check in the future, but it is their own responsibility to do so.

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 Headteacher. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential Governor, the matter will be referred to the Chair of Governors.

If an applicant wishes to dispute any information contained in a disclosure, they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School may, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

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 School will be required to bring their identification documentation such as passport, birth certificate and driving licence 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.

Medical Fitness

The School is required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. Successful applicants maybe requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role,

together with details of any other physical or mental requirements of the role

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

Overseas Checks

Applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

Post Appointment Induction

There will be an induction programme for all staff and volunteers newly appointed, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about the establishment's policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school; and,
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and,
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned the induction programme should include information about, and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. safeguarding, anti-bullying, internet safety and any local child protection / safeguarding procedures;
- safe practice and the standards of conduct and behaviour expected of staff and pupils in the school;
- how and with whom any concerns about those issues should be raised; and,
- other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.
- the programme will also include attendance at safeguarding and child protection training appropriate to the person's role.

Single Centralised Register (SCR) of Members of Staff

In addition to the various staff records kept in School and on individual personnel files, a single centralised record of recruitment and vetting checks (known as the "SCR") is kept. This is kept up-to- date and retained by the PA to the Headteacher. The SCR will contain details of the following:-

- all employees who are employed to work at the School (including trainees and supply staff);
- all employees who are employed as supply staff to the School;
- all staff of contractors who are in School on a frequent basis (catering and cleaning contract staff)
- all peripatetic music teachers working at the School
- coaches (such as sports coaches and DofE leaders) brought in by the School to work with students
- volunteers who may be in regulated activity and for whom therefore checks have been completed

- all Governors of the School

A designated Governor will be responsible for auditing the SCR and reporting his/her findings to the FGB annually.

Record Retention / Data Protection

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All information retained on employees is kept centrally in the office of the PA to the Headteacher in a locked and secure cabinet.

The same policy applies to any suitability information obtained about volunteers involved with School activities.

In accordance with the Data Protection Act 1998, the School will retain the recruitment documentation on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed.

Contractors and Agency Staff

In response to 'Disqualification Under the Childcare Act 2006' the School will ensure that contractors, or employees of the contractor, have been subject to the appropriate level of DBS check. The Bursar will ensure that these checks have been completed before employees of the Contractor can commence work at the School.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School will confirm that these checks have been completed before an individual can commence work at the School.

Contractors who come on site only to carry out emergency repairs or service equipment and who are not expected to be left unsupervised on the School's premises do not need a DBS Disclosure.

Visiting Speakers

The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by students, are suitable and appropriately supervised. The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff between appointments.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Prevent

Duty Guidance and the definition of "extremism" set out in Keeping Children Safe in Education which states:

"'Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Volunteers

The School will request the following checks on all volunteers who are involved on a regular basis, undertaking regulated activity or accompanying children on an overnight trip :-

- Identity checks
- Enhanced DBS Disclosure
- Barred List check
- Qualifications, if applicable
- References
- An informal interview

Appropriate Risk Assessments and/or additional supervision will be planned to ensure safety as necessary.

Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with students.

It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. If the volunteer has signed up to the DBS Update Service, the School will obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates if the three month period has elapsed.

Volunteers or parents who accompany staff on one-off outings or trips and do not have unsupervised access to children will not need to be vetted.

Induction

The individual induction programme should cover the training required by the new starter to carry out their role and to maintain safe working practices; this may include:

- Health and safety training and manual handling (if appropriate)
- Child protection/safeguarding training
- Staff code of conduct
- School policies and how to report concerns
- Part 1 of Keeping Children Safe in Education
- Childcare Disqualification requirements
- Prevent
- GDPR

An effective induction helps the new starter to understand their role and how they fit into the school/department, become fully effective in their role in the shortest possible time and establish effective working relationships leading to improved performance and effectiveness.

A checklist of basic information should be given to all new starters together with details of where they can access all school policies and procedures, who is available to support them in their new role, the expectations of the school and how to raise issues and concerns between reviews.

Probation review dates or induction review dates should be included in the initial induction plan to ensure that line managers and staff have clear expectations of when they will meet. These meetings are an opportunity for:

- progress to be recognised and praised;
- the line manager to make the new starter aware of any concerns or gaps between performance and expectation;
- the employee to ask questions or raise concerns that they may have;
- training and development to be reviewed;

Appendix A provides a checklist to complete.

JH December 2019

Appendix A: New Employee Check List Staff Code:

	DATE
Completed, signed application form on file	
References requested	
Reference 1 received	
Reference 2 received	
Job Offer letter sent	
Job Offer acceptance received	
Proof of ID photocopied / ID badge photo taken	
Qualifications checked and photocopied (if applicable)	
Single Central Record / SIMS staff record started	
DBS Process started	
DBS Confirmation received	
Staff computer code of conduct form completed	
Teaching Agency Registration confirmed (if applicable)	
Safeguarding form returned	
Wages Form 301 received	
QTS confirmation received (if applicable)	
Appointment form completed	
Capita informed	
SPS informed	
P45/HMRC Starter Checklist received	
Signed contract received back from employee	