



**Alma
Primary**

עולם חסד יבנה
A world built on kindness

Alma Primary Safer Recruitment & Selection Policy

Policy no. 44

Responsibility: *Marc Shoffren*
Governor responsible: *Edward Lewin*
Start date: *February 2013*
Review date: *January 2019*

Contents

Introduction, Policy statement and Purpose	Page 1
Scope and Principles	Page 2
Recruitment Procedures	Page 3
Induction, Single Central record, Rehabilitation of Offenders	Page 5
Exemption and Data Protection	
Volunteers, Occasional Staff, Supply and Associate Staff	Page 6
Leaving Employment and Monitoring	

Policy Development

Change	Responsible	Date
Review of language	MJS	Jan 18
Additional guidance on hard to get references and overseas checks. Numbering all paragraphs.	MJS	Jan 19

Alma Primary Recruitment & Selection Policy

1. Introduction

- 1.1. This Recruitment and Selection Policy has been produced in line with the DFE guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007)'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people. The Governing Body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of students and to work together with other agencies to ensure arrangements within the Alma Primary are effective in protecting students.
- 1.2. This policy should also be read in conjunction with other policies relating to the welfare of students, in particular:
 - The Alma Primary Child Protection Policy;
 - The Alma Primary Anti-Bullying Policy;
 - The Alma Primary Health & Safety Policy, including Health and Safety of students taking part in visits.

2. Recruitment and selection policy statement

- 2.1. The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students. Alma Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.
- 2.2. The School recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

3. Purpose

- 3.1. The purpose of the school's recruitment and selection policy is to ensure the recruitment of both permanent and fixed-term staff (including volunteers) is conducted in a fair, effective and economic manner.
- 3.2. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
- 3.3. This policy will ensure the practice of safe recruitment of staff appointed to the Alma Primary. It also sets out the minimum requirements to:
 - attract the best possible applicants to vacancies;
 - deter prospective applicants unsuitable for work with children;
 - identify and reject applicants unsuitable for work with children.

4. Scope

- 4.1. This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.
- 4.2. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Head Teacher (with effect from April 2013) for appointing all staff.

5. Principles

- 5.1. The following principles are encompassed in this policy:
 - All applicants will receive fair treatment and a high-quality service

Alma Primary Recruitment & Selection Policy

- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, shortlisting and interview and in addition:
 - Selection of teaching staff will generally require a demonstration of teaching skill
 - Selection of non-teaching staff will generally require a demonstration of the skills needed to carry out the job in an effective way
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will be advertised on the School's website and in other local and national media as appropriate
- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

6. Recruitment Procedures: The following procedures and practices are in place to ensure the safe recruitment of staff.

- 6.1. All advertisements for all posts will clearly stipulate the stance adopted by the School by the inclusion of the following statement: Alma Primary is committed to safeguarding children and young people.'

7. Application Pack

- 7.1. Prospective applicants will be supplied with the following:
- The Alma Primary Application Form (which will include the information listed in the DfE Guidance booklet on Safer Recruitment);
 - Job Description and Person Specification; these will include references to the responsibility of all staff for safeguarding and to promote the welfare of students, as well as including suitability to work with children as an essential criterion;
 - Further information about Alma Primary, including its values. The recruitment pack will include this statement: 'The School is committed to safeguarding children and young people. All postholders are subject to a satisfactory Disclosure and Barring Service (DBS) check.'
- 7.2. All applicants must complete the application form in full; CVs will not be acceptable.

8. Applicant Selection/ Short-Listing

- 8.1. Candidates for the post, who are suited to the job description and person specification following analysis of their applications, will be short-listed following consultation between the Head teacher (or a person to whom this has been delegated) and other staff involved in the interview process. In the event of large numbers applying for a particular post, the selection criteria will be further refined so as to select those who have scored most highly against the short-listing criteria.
- 8.2. Telephone interviews may be used at the short-listing stage to establish suitability for interview, but will not be a substitute for a face-to-face meeting as part of the final selection/interview process.
- 8.3. References will be requested for all short-listed candidates. If references do not arrive before the time of interview, any job offer will be subject to receipt of satisfactory references (as well as other checks – see later).

9. Interview

- 9.1. The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions and tasks will range to encompass knowledge, skills, competence and qualities needed for the particular post. The School will ensure that at least one representative involved in the interview process has successfully completed Safer Recruitment training prior to the start of the recruitment process.
- 9.2. Candidates will always be required:
- To explain satisfactorily any gaps in employment;
 - To explain satisfactorily any anomalies or discrepancies in the information available to interviewers;
 - To declare any information that is likely to appear on a DBS disclosure;
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people.

10. References

- 10.1. References will be sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious authorisation.
- 10.2. In all cases of applicants being invited to interview, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed. In all cases of applicants being invited to interview, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.
- 10.3. In situations, where the school is unable to obtain a reference within four weeks from an applicant who has successfully passed other employment checks, the first option will be to ask the applicant to supply up to two alternative referees. Where the references have been sought for over six weeks and the school has only be able to obtain a single reference, then the Headteacher and School Business Manager will undertake a risk assessment and make a decision based on the outcome of the risk assessment regarding the employment of the individual.

11. Successful Candidate - Pre Employment Checks

- 11.1. The candidate will be required to provide all of the following prior to taking up the post (if they have not done so already at the interview):
- at least two satisfactory references;
 - verification of the candidate's identity;
 - a satisfactory DBS check;
 - verification of the candidate's medical fitness (via a confidential health questionnaire or medical test dependent upon post);
 - verification of qualifications;
 - verification of professional status where required e.g. QTS status (unless properly exempted);
 - for teaching posts verification of successful completion of statutory induction period;
 - the production of evidence of the right to work in the UK.

12. DBS checks for staff who have lived or worked overseas

- 12.1. With regard to staff who have come from overseas or who have lived overseas, the guidance from Keeping Children Safe in Education (2018) is that 'schools and colleges must make any further checks they think appropriate'.

12.2. There are very few countries which have an equivalent to the DBS check so staff who have lived or worked abroad will need to obtain a check from the relevant consul confirming that they do not have any police convictions or are subject to any police investigations.

12.3. Staff will need to obtain such confirmation if they have lived overseas (that is, anywhere outside of the United Kingdom) for more than 12 months within the past 10 years. Anyone who has lived or worked abroad for less than 12 months (for example on a gap year programme) or who has been resident in the UK for 10 or more years, does not need to obtain a check.

13. Post Appointment Induction

13.1. All staff who are new to Alma Primary are required to undertake induction training, which will include the School's safeguarding policies and specific induction in Child Protection, Preventing Bullying and guidance on Safe Working Practices. Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

13.2. There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience.

14. Single Central Record of Recruitment and Vetting

14.1. The School will maintain a single central record of recruitment and vetting checks, in line with the DfE requirements (see below). It will include:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children, including volunteers, Governors who also work as volunteers within the school and people brought into the school to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach.

15. Rehabilitation of Offenders Disclosure

15.1. All posts at Alma Primary are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs; including those regarded as spent, and have an Enhanced Disclosure and Barring Service check.

15.2. A previously issued Criminal Records Disclosure Certificate will only be accepted in certain restricted circumstances. Such disclosures will not be considered as part of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will not be retained and destroyed after six months. The DBS (previously Criminal Records Bureau) has published a Code of Practice with accompanying explanatory guide for information. Alma Primary is committed to ensuring that it meets the requirements of the DBS check in relation to the processing, handling and security of Disclosure information.

16. Data Protection Issues

16.1. Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the DBS code of practice.

17. Volunteers, Occasional Staff, Supply and Associate Staff

17.1. Where volunteers are likely to have regular, on-going and unsupervised access to students, the appropriate checks listed above will be undertaken.

17.2. For the purposes of creating the record of checks for supply staff provided through a supply Agency, Alma Primary will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information disclosed as part of a DBS Disclosure

Alma Primary Recruitment & Selection Policy

will be treated as confidential. Identity checks will be carried out by the School to confirm that the individual arriving at the School is the individual that the agency has referred.

17.3. For the purposes of creating the record of checks for peripatetic staff (for music, sports, etc.) the School will require all necessary checks and DBS requirements are fulfilled.

18. Contractors

18.1. The School will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure.

19. Leaving Employment of the Alma Primary

19.1. There is a Statutory Requirement for the provision of the Protection of Children Act and DBS scheme to be applied where employees work in the provision of care services to children. Employees at the school who are dismissed, who resign in circumstances which may have led to dismissal, or where a disciplinary transfer has occurred on the grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit.

20. Additional Notes

21. In addition to the above, at Alma Primary we:

- Require staff who are convicted or cautioned for any offence during their employment with the School to notify the Head teacher in writing of the offence and penalty;
- Respond to changes in Legislation required to ensure the safeguarding of children and review policy and practice
- Carry out an annual review of this Policy irrespective of legislation;
- In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment and vetting checks is kept.

22. Monitoring and Review

22.1. The Governing Body will review this policy regularly and assess its implementation and effectiveness.