

Alma Primary Safer Recruitment & Selection Policy

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 GB Committee responsible: *Safeguarding & Wellbeing Subcomm.*
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Policy Development – New - change

Change	Responsible	Date
Review of language	MJS	Jan 18
Significant updates, inc remote recruitment, candidates from outside the UK and equal opportunities	MJS	April 21
Addition of sections on right to work checks and identification checks	RD	Jan 22

Introduction

This Recruitment and Selection Policy has been produced in line with the DfE guidance and 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 School Leadership Team and the Governing Body takes seriously their 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.

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Guidance for full opening: schools'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'

This policy should also be read in conjunction with other policies relating to the welfare of students, in particular:

- The Alma Primary Safeguarding Policy;
- The Alma Primary Anti-Bullying Policy;
- The Alma Primary Health & Safety Policy.

Recruitment and selection policy statement

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.

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.

Purpose

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.

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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.

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.

Scope

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff.

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.

Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- 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.

Definitions

The following definitions apply to this policy:

- **Teaching role** – refers to a role involving planning and preparing lessons and courses for pupils; delivering lessons to pupils; and assessing and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of 'Keeping children safe in education' (KCSIE) if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the headteacher to provide such direction and supervision.
- **Regulated activity** – includes:
 - Teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational wellbeing, or driving a vehicle only for children.
 - Working for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work undertaken by supervised volunteers.

The above definitions are classified as regulated activity if they are undertaken regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes relevant personal care, or health care provided by, or under the supervision of, a health care professional. Personal care includes helping a child with eating or drinking for reasons of illness or disability, or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability. Health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

- A supervised volunteer who regularly teaches or looks after children is **not** in regulated activity.
- **Standard DBS** – this provides information about convictions, cautions, reprimands and warnings held on the Police National Computer, regardless of whether or not they are spent under the Rehabilitation of Offenders Act 1974.
- **Enhanced DBS** – this provides the same information as the standard DBS, plus any additional information held by the police which a chief officer reasonably believes to be relevant and considers ought to be disclosed.
- **Enhanced DBS with barred list check** – this check is required for when people are working or seeking to work in regulated activity with children. This check allows for additional checks to be made as to whether the person appears on the children's barred list.
- **Children's barred list** – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

- **Section 128 check** – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.
- **Safer recruitment** – this is the safeguarding and protection of children during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children

Recruitment Procedures

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

Advertising and Inviting Applications

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.'

The Leadership Team will:

- Decide on the recruitment timeframe.
- Decide who will be involved in the process and what their roles will be, e.g. who forms the recruitment panel and who will lead interviewing.
- Prepare the documents that will be provided to applicants, including the job description, person specification and application form – ensuring that these documents contain a clear message about safeguarding, the checks that will be carried out and that references will be sought.
- Ensure that application packs, where relevant, state that applicants must be willing to sign the staff disqualification declaration.

The job advertisement will include the following requirements:

- Information specific to the role on offer and the school as a whole
- The benefits of the role are highlighted
- Applications can be submitted electronically

Application Pack

Prospective applicants will be supplied with the following:

- The Alma Primary application form (including 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.

All applicants must complete the application form in full and CVs will not be accepted in place of an application form. Where candidates submit these with their application, the content of CVs will not be taken into account in the decision making process. The full requirements of the role will be clearly explained, including any employment vetting requirements such as a DBS check.

Applicant Selection/ Short-Listing

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.

The school will ensure that the shortlisting process is as systematic as possible, and that the recruitment panel reads through all applications. All applicants will be assessed against the same shortlisting criteria to ensure a fair process.

Informal telephone/video meetings may be used as part of the short-listing stage to establish suitability for interview, but will not be a substitute for a formal interview as part of the final selection process.

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).

Invitation to Interview

Once a shortlist has been confirmed, the panel will agree suitable interview times. The recruitment panel will ensure that all candidates who are invited to interview receive information about the interview arrangements, including:

- the start time of the interview, the expected completion time
- how they will be conducted, the areas that will be explored
- the different elements of the interview
- the members of the interview panel
- what documents they should bring

Upon inviting candidates to interview, the recruitment panel will state that the successful candidate's identity will be checked and, where appropriate, the necessary pre-appointment checks will be carried out.

The interview letter will also verify that the candidate will be required to provide certification of qualifications or experience relevant to the post, to be brought with on the day of the interview.

Candidates for classroom or teaching posts will be expected to teach a lesson or conduct an activity with children. Candidates for other positions may be asked to complete equivalent activities, such as a presentation to the panel. Candidates will also be asked to complete a set of appropriate in-tray tasks or similar exercises. Candidates applying for relevant positions will be asked to complete online tasks prior to interview. The details of any prepared activities to be done on the day, or pre-interview tasks, will be included in the interview letter, giving candidates equal and reasonable time to prepare for such activities, normally a minimum of two days.

Social and Professional Media Checks

The school is committed to ensuring that safeguarding is a top priority; therefore, where appropriate, the school may check candidates' social media or other online presence, prior to interview.

This process may include a search for the candidate via social media (e.g. facebook, Google, twitter) as well as professional social media networks (e.g. LinkedIn). Any concerns identified will be addressed during the interview process.

The Interview

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 interview panel will include at least two people, one of who will normally be the Headteacher. The school will ensure that at least one representative involved in the interview process has successfully completed up-to-date Safer Recruitment training prior to the start of the recruitment process.

Candidates shortlisted for interview will be given the opportunity to complete a self-disclosure form upon arrival for their interview. The form is given to the interview leader, normally the Headteacher, in a sealed envelope prior to the candidate entering their interview.

During the interview process:

- Candidates will be asked standard questions and their responses will be recorded for ease of comparison.
- 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.
- Any concerns raised through contact with referees will be discussed with the candidate at this stage.
- The recruitment panel will ask open questions to assess the candidate's experience and suitability for the post, and to explore the candidate's motivation towards safeguarding and their suitability to work with children.
- The candidate will be given the opportunity to discuss any concerns or ask any questions.
- The interview will always comprise a face-to-face interview, however where appropriate this may be a virtual interview (see below).

Remote recruitment

The school will follow all the requirements set out in this policy when recruiting remotely, changing only the in-person nature of the interview, and implementing the necessary additional steps to support this.

Online interviews will be conducted in line with the school's current policies on data protection and digital safety. Throughout an online interview, privacy settings will be adjusted appropriately on the provider's site or application. The school will be aware of, and have due regard for, the potential risks associated with online communication, e.g. ease of anonymity, and will ensure it takes suitable precautions, e.g. encrypting data where possible.

The school will ensure that any tasks set for candidates during the interview are compatible with the online nature of the interview, e.g. they do not require the exchange of physical paper resources.

The school will communicate its expectations to candidates regarding the use of the online platform in good time prior to the interview. These expectations will include, but will not be limited to, the following:

- The candidate will participate in the interview with both the video camera and microphone features enabled at all required times
- The candidate will participate in the interview in a suitable setting – a quiet area with a neutral background
- The candidate will keep personal information which is not relevant to the recruitment process private, e.g. their email password, and will not ask the staff members conducting the interview to share any such private information
- Where necessary, the candidate will be aware that the school will record the online interview, and that they will be required to consent to this in order for the interview process to continue. If a candidate does not provide consent to recording the

interview, the school will consider whether the online interview can still take place in line with school's safeguarding and records management responsibilities.

The school will not discriminate against candidates who are recruited remotely; they will be considered fairly alongside any candidates who are not recruited remotely.

If a candidate refuses to interview remotely, the school will consider whether alternative arrangements for an in-person interview are possible, having due regard to the school's equality duties at all times. If this is not possible, then the school will sensitively inform the candidate that the remote interview process is a requirement of the application process and have a considerate and good-natured discussion with the candidate as to whether they can continue with the recruitment process at this time.

References

Alma Primary will collect two references, one of which is from the current or most recent employer, prior to interview where this is possible, however time frames and the difficulties of getting references from professionals in other settings, mean that it is often not realistic to obtain two references prior to interview. The school will always endeavour to obtain two references prior to a new staff member commencing work and will always obtain one reference, prior to starting work.

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. The school will contact referees by telephone or e-mail in order to clarify any anomalies or discrepancies. 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.

- Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained from the employer. Where student teachers are applying for a position, a reference from a relevant academic tutor or similar will be accepted in place of an employment reference
- Professional references will be requested from a senior member of staff and not a colleague.
- Permission will be sought from the candidates before the recruitment panel contacts referees and will respect reasonable requests from candidates in respect of contacting referees.
- Open testimonials will not be relied upon, nor will information that has been provided by the candidate without verifying the information.
- Electronic references will be vetted to ensure they originate from a credible source.
- In situations where candidates currently working or volunteering at Alma Primary apply for a position, they can ask any relevant member of Alma Primary staff for a reference,

except for anyone who will be on the interview panel. References from Alma Primary staff for internal colleagues will always be carefully scrutinised.

- Structured questionnaires will be used to question referees and the recruitment panel will determine the questions on a case-by-case basis.
- Information about past disciplinary action or allegations that are disclosed will be considered carefully when assessing the applicant's suitability for the post.
- The candidate's current employer will be asked for details of any capability history in the previous two years, including the reasoning.

Following the interview

After the interview has been completed, the recruitment panel will assess all candidates' performance using the same agreed criteria and select the candidate most suitable for the role.

Interview notes and assessment materials will be held securely for an appropriate amount of time after the interviews, in line with the school's data policies, in case any aspect of the recruitment process is challenged.

After choosing a successful candidate, the school will:

- Make a conditional offer of employment to the candidate;
- Ask the successful candidate to provide proof of identification and qualifications (where it was not possible to confirm these prior to interview), and to complete a DBS check as soon as possible;
- Contact and provide feedback to the unsuccessful candidates – verbal feedback will be offered, where capacity makes this feasible. Any feedback will be based on evidence of their performance against the person specification for the role;
- Complete the relevant pre-appointment checks.

Once an offer of employment has been made, the candidate's self-declaration form will be reviewed. If a conviction has been declared, and it is spent or filtered, the offer of employment will not be retracted based on this; however, the school will undertake the relevant assessments to determine whether the candidate is suitable to work in the school.

Pre-Appointment Checks

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 as above;
- Verification of the candidate's identity;
- A satisfactory DBS check;
- Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- 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;
- Checks for all prohibitions, directions, sanctions and restrictions will be carried out by using the secure access portal on the Teacher Services' website, including confirming any candidate employed to carry out teaching work is not subject to a prohibition order or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012;
- The production of evidence of the right to work in the UK.

In addition, for those in management or governor roles, a section 128 check will be carried out.

There is no requirement to obtain an enhanced DBS certificate or carry out checks for events that may have occurred outside the UK if, in the three months prior to their appointment, the applicant has worked in a school in England in a post which brought them into regular contact with children or young persons. In such cases the decision regarding the need to apply for a DBS will be made by the Headteacher.

Candidates who have lived outside the UK

For candidates who have lived outside the UK, all mandatory checks outlined in this policy will be carried out.

For candidates who have lived or worked outside the UK, the school will make further checks where necessary, including, but not limited to:

- Obtaining an enhanced DBS certificate with barred list information, including for candidates who have not been to the UK before;
- For candidates who have come from, lived or worked abroad for more than one year, the school will seek a police check in the country of origin/work, unless the candidate has lived in the UK continuously for ten years or more;
- For teaching staff, obtaining proof of their past conduct as a teacher from the professional regulating authority in the country in which they worked, where available.

Right to work checks

EU, EEA, or Swiss citizens need to provide evidence of lawful immigration status in the UK. Individuals from these areas will no longer be able to use their passport or national ID as proof of right to work. Schools will need to check candidate's right to work online. The UK operates a points-based immigration system which affects how schools employ teachers who are not UK or Irish nationals. All overseas nationals, including those from the EEA and Switzerland, arriving in the UK from 1 January 2021 come under the new system.

The school will obtain evidence that all candidates for a position have the right to work in the UK by either conducting a manual document-based check, or by using the government's online portal. This will be done before a candidate is offered a position.

When conducting a manual, document-based check, the school will ensure that the documents received from candidates are acceptable in line with government guidance, and from the appropriate list: List A for candidates with a permanent right to work in the UK, or List B for candidates with a temporary right to work in the UK. Checks on documents will be conducted in line with section 19 of this policy.

The school will obtain proof of candidates' immigration status in the UK.

The school will contact the Home Office in the event that a statutory excuse must be established in the following circumstances:

- The candidate provides a document confirming receipt of an application to EUSS on or before 30 June 2021
- The candidate provides a non-digital certificate of application confirming receipt of an application to the EUSS on or after 1 July 2021
- The school has checked a digital certificate of application and has been directed to the Home Office's Employer Checking Service
- The candidate provides an Application Registration Card stating the holder is permitted to undertake the work in question
- The school is satisfied it has not been provided with any acceptable documents because the candidate has an outstanding application with the Home Office made before their previous permission expired, or has an appeal or review pending against the Home Office's decision and cannot provide evidence of their right to work as a result
- The school considers that it has not been provided with any acceptable documents, but the person presents other information indicating they are a long-term resident of the UK, i.e. having arrived before 1988.

The school will not make assumptions about a person's right to work in the UK, or their immigration status, on the basis of their race, ethnicity, nationality, length of residence in the UK or background. All candidates, including British citizens, will have their right to work in the UK checked.

Where a candidate's right to work is time-limited, the school will conduct a follow-up check in advance of its expiry.

Identification checking process

When checking the validity of identifying documents, the school will ensure that this is done in the presence of the holder, e.g. in person or via a live video link. In both cases, the school will be in physical possession of the original documents.

- The school will only accept valid, current and original documentation in its physical form. The school will not accept photocopies or documentation printed from the internet e.g. internet bank statements.
- The school will request documents with photographic identity, such as a passport, and compare this against the candidate's likeness.
- The school will not accept documents that are not in the candidate's current name as recorded on the application form.
- The school will ensure that the candidate declares all previous name changes and provides documentary evidence to support the name change. If the candidate is unable to provide evidence to support the name change, the school will hold a discussion with the candidate about the reasons why, before validating their identity.
- The school will compare the candidate's address history with any other information the candidate has provided, such as their CV.
- The school will ensure that all letters and statements provided by the candidate are recent e.g. within a three-month period.
- The school will keep a dated record of every document that has been checked for the duration of the candidate's employment and for a further two years after they have left the school. This will be either as a hard copy or in a scanned format which cannot be manually altered, e.g. JPEG or PDF document, and will be made available to the appropriate authorities if and when requested.

Post Appointment Induction

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).

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

Single Central Record of Recruitment and Vetting

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.

Rehabilitation of Offenders Disclosure

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.

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.

Data Protection Issues

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.

Volunteers, Governors, Committee members, Occasional Staff, Supply and Associate Staff

The school treats appointment of any volunteers, Governors, committee members and occasional staff with seriousness. We expect any volunteers for a position in the school to complete an application form and will conduct appropriate interviews for such positions. Where volunteers are likely to have regular, on-going and unsupervised access to students, the appropriate checks listed above will be undertaken.

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 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.

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.

If a volunteer is not in regulated activity, the school will use its professional judgement, after conducting a risk assessment, to determine whether to seek an enhanced DBS check, but no barred list check will be required.

Alma Primary will check that new governors are not disqualified from holding office as a governor by conducting a section 128 check. Governors will also need to gain an enhanced DBS criminal records certificate. Governance is not a regulated activity and so governors will not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity.

Newly appointed Chairs of Governors will be subject to a suitability check, which includes:

- An identity check.
- Confirmation of the right to work in the UK.
- An enhanced DBS check.
- Where required, additional information if the individual has lived outside the UK for a period of 12 months or longer.

Contractors

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 policy.

Leaving Employment of the Alma Primary

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.

Equal opportunities

When recruiting, the school will adhere to its own policies on Equal Opportunities:

- Alma Primary will not discriminate against any protected characteristics, such as disability or gender, and will always promote difference and inclusion throughout the school.
- The school will, where necessary, make reasonable adjustments to ensure the interview is accessible to all candidates. Candidates should inform the school of any reasonable adjustments that they need when they receive the invitation for an interview.
- The Governing Body will review recruitment procedures from time to time, to ensure they are accessible and do not directly or indirectly discriminate against candidates.
- Candidates will not be asked about their health or any disabilities before a job offer is made, unless one of the following exemptions applies:
 - Questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to any reasonable adjustments)
 - Questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment

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- Positive action to recruit people with disabilities
- Equal opportunities monitoring (which will not form part of the decision-making process)

Additional Notes

We will:

- 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.

Monitoring and Review

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