



SAFER RECRUITMENT POLICY 2023-2024

Effective Date: April 2017

Last Reviewed: July 2023

Reviewed by: Karen Hayward

Next Review Date: July 2024

1. Introduction

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Greensand Federation. The aim is to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Executive Principal by the Federation Board. All decisions will be made with regard to curriculum needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

2. Statutory Requirements

The policy takes into the account the provisions of 'Keeping Children Safe in Education' (DfE updated September 2023). The school will ensure that the statutory requirements for the appointment of some staff – notably the Executive Principal – will be met. Requirements will change from time to time and this policy will be updated accordingly.

3. Equal Opportunities

Greensand Federation board members will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The federation board will promote equality in all aspects of school life, including in regard to the recruitment of staff.

4. Identification of Recruiters

Subject to the availability of training, the school will ensure that the Executive Principal and the HR & Operations Manager have successfully completed accredited training in safe recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

5. Advertising and Inviting Applications

- 5.1. Advertisements for posts – whether in newspapers, journals or online – and application booklets issued to prospective candidates will include the following statement:

“Greensand Federation is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).”

5.2. Prospective applicants will be supplied, as a minimum, the following:

- Job description and person specification
- The school's Safer Recruitment Policy (this document)
- An application form.

Applicants will also be made aware of the relevant school policies, including the Child Protection & Safeguarding Policy.

5.3. Advertisements for teaching posts will normally be placed on the school website and on a suitable national website.

5.4. Advertisements for support staff posts will normally be placed on the school website and on an appropriate local or national website, or if required in a local newspaper, recruitment paper, the schools Facebook page or through local relevant noticeboards (e.g. Post Office).

5.5. In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governors' Business Committee.

5.6. For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.

5.7. Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

5.8. Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

6. Applications

6.1. Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunity monitoring form. The application form will be returned to the school by the specified closing date. Other forms of curriculum vitae are not acceptable in place of a completed application form.

6.2. Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by e-mail to avoid late arrival.

7. Shortlisting and References

- 7.1. For the post of Executive Principal, the Governors will convene a long-listing panel.
 - 7.1.1. The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.
 - 7.1.2. References will be sought for all applicants on the long list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.
 - 7.1.3. In those cases, where a small number of applications are received references may be requested for all applicants obviating the need for long listing.
 - 7.1.4. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. The school reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.
- 7.2. For all other posts short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing.
- 7.3. References will be sought directly from the referee(s).
- 7.4. References or testimonials provided by the candidate will never be accepted.
- 7.5. Where necessary, referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 7.6. Where necessary, previous employees who have not been named as referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 7.7. If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.
- 7.8. Referees will always be asked specific questions about:
 - the candidate's suitability for working with children or young people
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
 - the candidate's suitability for the post.

- 7.9. Greensand Federation employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Greensand Federation, for another colleague, will be forwarded to the Executive Principal for consideration prior to issue and will be kept on a central file.

8. The Selection Process

- 8.1. Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of school staff. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.
- 8.2. In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.
- 8.3. Interviews will always be face-to-face. In rare circumstances, e.g., if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.
- 8.4. Candidates will always be required to:
- Complete a declaration of Criminal Records form and hand in on interview
 - 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.
- 8.5. Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by our IT team and a note to confirm that these searches have been carried out is made on the recruitment paperwork in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer Recruitment policy.

9. Employment Checks

All successful applicants are required to:

- provide proof of identity (e.g., passport, driving license photo-card)
- complete a DBS disclosure application and receive satisfactory clearance
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities
- provide actual certificates of professional qualifications (teaching staff or where required);
- provide proof of address (e.g., recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.

Documentation will be checked by the HR & Operations Manager who is suitably trained in safer recruitment processes.

10. Confirming the Appointment

10.1. The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only)
- receipt of the completed health check questionnaire
- receipt of final references from previous employers
- a valid work permit for overseas candidates
- the candidate's details have been added to the school's Single Central Record (SCR).

10.2. The federation reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 9 have been falsified in any way.

11. Induction

11.1. All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Staff Code of Conduct, Safer Working Practice, and the school's Child Protection & Safeguarding Policy.

11.2. Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.

11.3. Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

11.4. Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.

- 11.5.** NQTs will be registered with Central Bedfordshire Council and will follow a rigorous induction programme. They will be given a mentor and meet weekly.
- 11.6.** NQTs & new staff CPD sessions are held on a fortnightly basis.