



Easterside Academy

Recruitment & Safeguarding Policy

Document History	
CREATED:	September 2014
By:	HT / Governing Body
Version:	2
REVIEW FREQUENCY:	Annually
APPROVED BY GOVERNING BODY:	Autumn 2016 Updated in light of KCSIE 2016.
REVIEW DATE:	Autumn 2017

RECRUITMENT & SELECTION POLICY STATEMENT AND PROCEDURES FOR EASTERSIDE ACADEMY

1. INTRODUCTION

Easterside Academy is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff, governors and volunteers to share in, and demonstrate, this commitment.

At Easterside Academy we have a culture of vigilant safer recruitment and adopt recruitment and selection procedures inclusive of statutory checks/evidence which help deter, reject or identify people who may pose a risk or be unsuitable to work with children.

Our appointment panels have at least one person on them that have undertaken the safer recruitment training. At Easterside Academy the following staff have completed this training:

Mrs Linacre (Head Teacher)
Mrs Thomas (Deputy Head Teacher)
Mrs Pennock (School Business Manager)
Miss Hunton (Assistant Head Teacher)
Mr Reay (Chair of Governors)
Mr Foster (Vice Chair)

2. RATIONALE

The School's policy and procedures have been developed in response to and in support of:

- DfES document "Safeguarding Children : Safer Recruitment and Selection in Education Settings" Ref : DfES/1568/2005;
- HR Briefing 07/2005 "Safeguarding Children : Safer Recruitment and Selection in Education Settings".
- HR Safer Recruitment Workshops 03/2006 and all associated guidance and documentation issued therefrom;
- NCSL "Safer Recruitment" on line training
- HR Recruitment and Selection Checklist which will be used as an exemption of good practice and to inform the process throughout
- Current DFE **guidance "Working Together to Safeguard Children"** 2015 and **"Keeping Children Safe in Education"** 2016.

In adopting the following recruitment and selection procedures and other Human Resources Management processes, Easterside Academy will, as far as is reasonably possible, deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them.

The Head Teacher and Governors will review the policy and procedures, as a minimum, on an annual basis.

3. ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the School's compliance with them.
- It is the responsibility of the Headmaster, Bursar and other Managers involved in recruitment to:
- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- Monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The Governing Body has delegated responsibility to the Head Teacher (teaching to lead in all appointments other than those of the Head Teacher. School Governors may be involved in staff appointments as well as other members of the Senior Leadership Team.

Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of the School will amount to "regulated activity" if it is carried out:

- frequently, meaning once a week or more; or
- overnight, meaning between 2.00 am and 6.00 am; or
- satisfies the "period condition", meaning four times or more in a 30 day period; and
- provides the opportunity for contact with children.

Roles which are carried out on an unpaid / voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently

4. VACANCY ADVERTISING

Job adverts are explicit in including the role of safeguarding. They will:

- Demonstrate the school and Governors commitment to safeguarding and promoting the welfare of children in your care.
- Demonstrate the post holder's responsibility to safeguarding.
- Demonstrate the successful applicant's pre-employment check requirements due to the role and responsibility in Easterside Academy.

For all teaching and support staff posts, the following will be included in any advertisement:-

- School Safeguarding Statement
- Requirement for DBS
- Requirement for Disqualification by Association declaration
- Equal Opportunities Statement

5. **JOB DESCRIPTIONS**

All teaching and support staff posts will have an up to date job description detailing:-

- Job Title
- Grade and Salary range
- Responsible to (post title of Line Manager)
- Responsible for (post title(s) of staff reporting to job holder)
- Statement covering principle purpose of job
- Outline of key responsibilities
- List of duties required to achieve key responsibilities

6. **PERSON SPECIFICATION**

All teaching and support staff posts will have, in addition to a current job description, a matching person specification detailing the **Essential** and Desirable criteria required to fulfil the role against:

- Qualifications
- Knowledge and Experience
- Skills and Abilities
- Competencies
- Other (covering such as specific and justifiable requirements for the post e.g. current driving licence, physical demands)

7. **RECRUITMENT OF EX-OFFENDERS**

As an organisation which uses the Disclosure and Barring Service (DBS) to check the criminal records of individuals applying for certain positions of trust, Easterside Academy complies fully with the DBS Code of Practice. We undertake not to discriminate unfairly against applicants because of convictions, cautions, reprimands or outstanding criminal proceedings.

We recruit individuals with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.

We select candidates for interview based on their skills, qualifications and experience. Having a criminal record will not necessarily bar you from working with

us. This will depend on the nature of the position and the circumstances of your offences.

A DBS check is only requested after a thorough assessment against the eligibility criteria prescribed by legislation. A completion of a DBS check is a condition of any offer of employment at Easterside Academy, and the job advert for the vacancy will specify this requirement.

Where a DBS check is required, the post is an exception to Rehabilitation of Offenders Act 1974. We encourage applicants for such posts to provide details of their criminal record, including any spent or unspent convictions which are not protected in law, at an early stage in the application process. Full details of which convictions are protected are available from the DBS website.

We will have an open and measured discussion with you on the subject any convictions, cautions, reprimands or outstanding criminal proceedings that might be relevant to the position. Failure to reveal information that is directly relevant to the position could lead to withdrawal of an offer of employment.

Where you have disclosed to us that you have committed a criminal offence, or where a DBS check has revealed this, we will conduct an objective assessment of the impact that this should have on any offer of employment made to you. The outcome of this assessment will be discussed with you.

Easterside Academy will seek support from their HR provider (Kier) if required in support of any decisions and appointments made.

8. APPLICATION PACKS

The importance of safeguarding and promoting welfare of children is evidently, promoted and embedded across all processes in recruitment in order to deter unsuitable candidates.

The Academy will maintain candidate application packs appropriate to the level and nature of the post to be advertised. All application packs have been revised in light of the KCSIE July 2016 document.

For all teaching and support staff posts, this will include:

- Application form – standardised template inclusive of all self-declaration elements for the role if it involves contact with children / vulnerable adults and are exempt from the rehabilitation of offenders Act 1974. This should also demonstrate how any confidential disclosures will be handles – in marked envelope.
- Candidates are advised that CVs are not accepted as application form completion is mandatory at Easterside Academy.
- Job description and person specification – these have essential requirements outlined.
- Recruitment of ex-offender policy statement if post requires this.
- Terms and conditions of post.
- Statement reinforcing the requirement to fully complete the application form and that 'gaps' will be followed up.
- Child Protection/Safeguarding/Equal Opportunities Statement.

- Signposting to Academy's website for Child Protection Policy.
- Interview procedure : Shortlisting, References, Panel composition, process will look at both the post applied for AND the candidates attitude towards children/young people and their safeguarding (including specific questions)
- A satisfactory DBS will be sought.
- A satisfactory Disqualification by Association declaration.
- Two References, one of which must be from current or most recent employer, are required.
- School information as appropriate.

9. APPLICATIONS

Only candidates completing the appropriate Academy application form will be considered. Curriculum Vitae's may be submitted in support but not instead of a fully completed application form.

Incomplete application forms will be rejected. Any failing to explain gaps in employment information may be returned to the Candidate for completion and such omissions may be explored further at interview.

10. SHORTLISTING

Shortlisting will be conducted by at least two members of staff/Governing Body representatives (if possible three), one of whom shall be the Head Teacher. At least one member will have completed the 'Safer Recruitment Training'. The composition of the panel shall have regard to gender balance.

As a minimum, only those candidates who fulfil the requirements of 7 above will be considered. The panel will select on the basis of candidates who meet the essential criteria of the person specification.

11. REFERENCES

Two references, one of which must be from the current or last employer, will be sought for each shortlisted applicant, using the Academy's pro-forma reference form (adapted as necessary to meet the requirements of the school and the specific post advertised). **Open references will not be accepted.**

These are requested prior to the interview for all shortlisted candidates so that any anomalies can be explored further with the referee or / and candidate at the interview.

A standardised reference request form is used.

References should, where possible be sought from the last employer and one from the last position they worked with children.

References are scrutinised as a panel to see if there are any discrepancies and to then clarify with referee or candidate.

12. INTERVIEW

The interview panel shall comprise those who carried out the shortlisting process.

At least one member of the interview panel should have completed the safer recruitment training.

Interviews should be face to face and include the same individuals who have been part of the whole recruitment and selection process.

The panel will agree the questions to be asked of each candidate and the assessment criteria to be used. In addition to exploring the candidate's suitability for the post, the panel should explore:

- the interviewees attitude towards children and young people – motives / attitudes.
- the interviewees willingness and ability to support the School's commitment to safeguarding and promoting the safety and welfare of children and young people
- any unexplained gaps in the candidates employment history
- any other concerns or discrepancies arising directly from the interview

The interview should bring all the processes to gather to enable the panel to make an informed choice on who is the best candidate for the role.

Each candidate will be required to present at interview original documents to prove identity, residence and qualifications (if this is an essential criteria requirement). Failure to provide the necessary documentation will invalidate the application.

13. PRE-EMPLOYMENT CHECKS AND SINGLE CENTRAL RECORD

The offer of employment made by the panel must be **conditional** on satisfactory pre-employment checks.

Checks carried out:

- *Verification identify.
- *Qualifications – inclusive of prohibitive order check – NCTL Teachers Services System.
- References.
- *Establish right to work in the UK.
- Medical clearances – fit to work.
- Individuals who have worked outside UK need additional checks – new EEA teachers sanction and restriction check.
- Disclosure and Barring Service Checks – verification of original DBS certificate, copies are not required but if school chooses to retain a copy it should not be for more than 6 months and permission sought from the candidate. A Barred list check should be completed relevant to the job role.
- Disqualification by Association – if the role is within scope of the guidance – declarations are kept within the Academy's Single Central Register file.
- A section 128 check (for those in management positions in Academies).

**should be completed on the day of interview as candidates are requested to bring documentation to interview for verification. Additional verification will be carried out for the successful candidate – copying of qualifications and ID verification for example.

14. RECORD RETENTION / DATA PROTECTION

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or respond to any complaints made to the Employment tribunal. Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Head Teacher within 6 months of the interview date.

15. VOLUNTEERS

Safer recruitment and selection applies to the whole workforce at Easterside Academy, paid or unpaid.

Anyone who wants to be a volunteer at Easterside Academy should complete the standardised volunteer application form found on the Academy's website.

All volunteers are subject to the appropriate level of check for the role they are undertaking at the Academy. New volunteers should obtain a DBS enhanced check with no check with barred list.

Under no circumstances should a volunteer in respect of whom no checks have been carried out be allowed to work unsupervised or engage in regulatory activity.

****Please also see the Academy's Volunteer Policy.***

16. CONTRACTORS

All contractors should be subject to the appropriate level of check for the role they are undertaking at the Academy.

Under no circumstances should a contractor in respect of whom no checks have been carried out be allowed to work unsupervised or engage in regulatory activity.

17. AGENCY and THIRD PARTY STAFF

Written notifications of the checks which the organisation who employs the individual have been carried out and MUST be received and verified and describes your practice. This can then be provided to the organisations so there are no gaps in your expectations.

All agency staff will have their identity verified upon arrival to take up position.

18. TRAINEE/STUDENTS

Written notification of the checks carried out by the initial teacher trainer provider must be received and verified.

Initial teacher trainer salaried by the school are part of your workforce and all safer recruitment and selection practices apply.

19. WORKFORCE INDUCTION

A statutory induction must be completed, recorded and verified for all teachers who obtained QTS after May 1999.

20. INDUCTION POLICY and PRACTICE GUIDANCE

Easterside Academy accepts that induction plays a vital role in integrating any new member of staff into the school community, culture and values.

All new starters will receive a robust induction into the systems within the Academy which support safeguarding.

During the initial induction phase the following key policies will be covered:

- Staff Behaviour Policy / Code of Conduct for teachers and support staff
- Performance Management/Staff Appraisal
- Professional/Personal Development
- Child Protection / Role of the DSL
- Behaviour and Anti-Bullying
- Physical Restraint/Intervention
- Anti-Racism
- Whistleblowing
- Internet/Email
- Sickness Absence
- Capability
- Disciplinary

All staff will receive appropriate CP training which is regularly updated.

Timescales for the completion of induction is clearly stated and adhered to.