



Weston Green School

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Next review: Summer 2015

Weston Green School Safe Recruitment Policy

This policies applies to all pupils at Weston Green School including those
in the Early Years Foundation Stage (EYFS)

The safe recruitment of staff in Schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The School recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. This document provides a good practice framework to comply with the principles set down in the School's Equality Policy.

The aims of the School's recruitment policy are:

- **to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;**
- **to ensure that all job applicants are considered equally and consistently;**
- **to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;**
- **to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DFE) (formerly the Department for Children, Schools and Families (DCSF), *Safeguarding Children and Safer Recruitment in Education* (the Guidance) and the code of practice published by the Criminal Records Bureau (CRB);**
- **to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.**

Pre-employment checks

In accordance with the recommendations set out in the Guidance, and the requirements of the Education (Independent School Standards) (England) Regulations 2010 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 a formal interview, employment with the School will be conditional on the following:

- verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006;
- receipt of at least two references which are satisfactory to the School, one of which will be from the applicant's most recent employer;
- confirmation that the applicant is not barred from working with children [and / or vulnerable adults];
- **the receipt of an enhanced disclosure from the CRB which the School**

considers to be satisfactory;

- verification of the applicant's medical fitness;
- verification of the applicant's qualifications;
- confirmation that the applicant is registered with the appropriate professional or regulatory body as required from time to time; and
- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment; and
- confirmation that the applicant successfully completed the induction period (only relevant to teachers who obtained QTS after 7 May 1999)

Roles and responsibilities

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

It is the responsibility of the Head Teacher and other managers involved in the recruitment process to:

- ensure that the School operates safe recruitment procedures and carries out all appropriate checks on all staff and volunteers who work at the School;
- monitor contractors' and agencies' compliance with this policy; and
- promote the welfare of children and young people at every stage of the procedure

It is the responsibility of all contractors and agencies who provide services to the School to comply with safer recruitment practices.

It is the responsibility of the School's office, in conjunction with the Head Teacher, to ensure all pre-employment checks are complete before employment begins.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- **passport or photo-card driving licence;**
- **two utility bills or statements (from different sources) showing their name and home address**
- **documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)**
- **original documents confirming any educational and professional qualifications referred to in their application form.**

Where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

The Procedure

Advertising

To ensure equality of opportunity, the School will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

Applicants will receive a job description and person specification for the role applied for. All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae may be submitted together with an application form. The School does not accept a curriculum vitae in place of an application form.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

The School requires applicants to account for any gaps or discrepancies in employment history on the application form. Where an applicant is short listed, any gaps will also be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at the School, the School is required to report the matter to the Independent Safeguarding Authority (**ISA**), the police and other relevant professional bodies.

References

References for short listed applicants will be requested immediately after short-listing. The only exception to this is where applicants have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. All referees will be sent a copy of the job description and person specification relevant to the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- **the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness* and disciplinary record;**
- **their relationship to the applicant;**
- **whether they have any reason to believe that the applicant is unsuitable to work with children;**
- **whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in**

- **which the disciplinary sanction has expired);**
- **whether any allegations or concerns 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.**

(*only to be included in reference requests sent out after the offer of employment has been made.)

The School will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references or testimonials. The School will not accept references from relatives of the applicant or people writing solely in the capacity as a friend.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

Medical fitness

The School is legally 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.

It is the School's practice that all applicants confirm in writing that they know of no reasons, on grounds of mental or physical health, why they are should not be able to carry out the responsibilities of the position offered. by Weston Green School. The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment if deemed necessary.

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 and considering reasonable adjustments and suitable alternative employment.

Criminal records check

Due to the nature of the work, the School applies for an enhanced disclosure from the CRB in respect of all prospective members of staff, governors and volunteers.

An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the ISA. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a CRB disclosure the Head Teacher has a discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List, have been completed and once appropriate supervision has been put in place.

CRB checks will be requested for applicants with recent periods of overseas residence and

those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a CRB disclosure, from the relevant jurisdiction(s).

Interviews

The selection process will always include the following:

- a face to face professional interview including a question related to safeguarding children; and
- an activity with children.

Verification of Qualifications and/or Professional Status.

Short-listed applicants will be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The School will verify that applicants have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the School will require sight of a properly certified copy. Where applicants have obtained qualifications abroad, a certified comparability check by NARIC will also be required. Proof of identity and other documentation will be verified by the chair of the panel / Head Teacher.

Contractors and agency staff

Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation 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 requires confirmation that these checks have been completed before an individual can commence work at the School.

The School will independently verify the identity of staff supplied by contractors or an agency.

Policy on recruitment of ex-offenders

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the ISA if:

- **it receives an application from a barred person;**
- **it is provided with false information in, or in support of an applicant's application; or**
- **it has serious concerns about an applicant's suitability to work with children.**

Assessment criteria

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 School will consider the following factors before reaching a recruitment decision:

- **whether the conviction or other matter revealed is relevant to the position in question**
- **the seriousness of any offence or other matter revealed**
- **the length of time since the offence or other matter occurred**
- **whether the applicant has a pattern of offending behaviour or other relevant matters**
- **whether the applicant's circumstances have changed since the offending behaviour or other relevant matters**
- **the circumstances surrounding the offence and the explanation(s) offered by the convicted person.**

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:

- **murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or**
- **serious class A drug related offences, robbery, burglary, theft, deception or fraud.**

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

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 School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Headteacher before a position is offered. Such convictions will also be discussed with the applicant at interview.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the CRB direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred applicant, however, the checks detailed above must all be completed before a person's appointment is confirmed. Once all pre-employment checks have been satisfactorily completed and received, an offer of employment will be made and the contract of employment issued.

Retention and security of CRB disclosure information

The School's policy is to observe the guidance issued or supported by the CRB on the use of disclosure information, but is under no obligation to do so.

In particular, the School will:

- **store disclosure information and other confidential documents issued by the CRB in locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team;**
- **not retain disclosure information or any associated correspondence for longer than is necessary, and for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the CRB and the recruitment decision taken;**
- **ensure that any disclosure information is destroyed by suitably secure means such as shredding; and**
- **prohibit the photocopying or scanning of any disclosure information.**

The School complies with the provisions of the CRB code of practice, a copy of which is available on the CRB website.

Record Retention / Data Protection

If an applicant is appointed, the School will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Single Central Record of Recruitment Vetting Checks (SCR)

In line with DCSF requirements, the School will keep and maintain a SCR. The SCR will list all staff who are employed at the School, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors and those who provide additional teaching or instruction for pupils but who are not employed by the School e.g. specialist sports coach or artist. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.