

Date of Policy:- September 2017

Date of review:- September 2018

Aims

This policy is to set out the minimum requirements of a recruitment process that aims 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.

The school will:

1. Ensure the staff responsible for recruitment have received safe recruitment training and successfully completed the safe recruitment assessment.
2. Ensure that every appointment panel includes one member who has received safe recruitment training.
3. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or disqualified from working with children, or does not have the suitable skills and experience for the intended role.
4. Keep and maintain a single central record of recruitment and vetting checks in-line with DfE requirements.
5. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. We will monitor the compliance with these measures.
6. Require staff that are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

Inviting Applications

Advertisements for posts – whether in newspapers or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure.”

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

- Job description and person specification;
- The school’s recruitment policy (this document);
- An application form.

All prospective applicants must complete, in full, an application form.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g.: General Teaching Council for England).

Self-declaration of convictions by job applicants

Applicants for all posts (including volunteers) to declare all criminal convictions whether “spent” or “unspent” and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the Head of school prior to the interview.

The Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive CRB disclosures.

Short-listing and References

Short-listing of candidates will be against the person specification for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, 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.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate’s suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate’s suitability for this post.

Employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS disclosure certificate;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants are required:

- To provide proof of identity;
- To provide or complete a DBS disclosure application and receive satisfactory clearance;
- To provide actual certificates of qualifications;
- To complete a confidential medical questionnaire;
- To provide proof of eligibility to live and work in the UK.

Prohibition Checks

As from April 2014, a Prohibition Check will also be carried out before the commencement of employment of any new employee, if appropriate.

Induction

Staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

All staff will receive Part 1 Keeping Children Safe in Education, statutory guidance issued by the DfE. Staff will be required to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all times.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Probation periods

Newly appointed teachers will be subject to the provision's probationary period of 3 months.

Personal file records

The College will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form;
- References;
- Proof of identification;
- Proof of academic qualifications;
- Evidence of the DBS clearance i.e. the notification from the online update service or issued certificate.

Record Retention / Data Protection

The college will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

- All information retained on employees is kept centrally in the Headteacher office, in locked and secure cabinet.

Ongoing Employment

Queensgate College recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

This policy will be reviewed and where necessary updated on an annual basis.