

Michaela Community School

SAFER RECRUITING POLICY

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| Date of last review: | July 2017 | Review period: | 1 year |
| Date of next review: | July 2018 | Owner: | K.Ashford |
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AIMS

This policy has been developed to ensure that the recruitment of staff or volunteers to work Michaela Community School is compliant with DfE guidance regarding recruitment so that the risk of recruiting someone who intends to harm is minimised. It applies to all people who carry out work at Michaela Community School, whether paid, voluntary, supplied by an agency or under a service term agreement.

THE RECRUITMENT PROCESS

The importance of safeguarding and protecting children attending Michaela Community School will be promoted as much as possible throughout the recruitment process in order to deter would-be abusers.

Timeline

The need for a thorough safe recruitment process is paramount and timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period. It is recognised that appointments often need to take place speedily to ensure continuity of provision for the children/young people at Michaela Community School, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

Job Descriptions and Person Specifications

At the start of the recruitment process it is important to define what the responsibilities of the post-holder will be, as well as the qualifications and experience needed to perform the role.

All Job Descriptions will, as a minimum detail:

- Job Title
- Grade/Scale of Post
- Review Date
- Job Purpose
- Skills & Abilities
- Responsibilities
- Our commitment to safeguarding children

All Person Specifications will, as a minimum, detail:

- Qualifications required
- Professional Registrations (if required)
- Define the skills, competencies and previous experience required
- The requirement to be cleared by the DBS for work with children and where appropriate disqualification by association

Advertisements

The advertisement for a vacancy will demonstrate our commitment to safer recruitment and vetting procedures in order to act as a deterrent to would-be abusers. All recruitment advertisements will display the following:

- Post Title
- Hours (this should indicate if full or part time)
- Grade or Scale
- Salary including any allowances offered e.g. TLR

- Permanent or Fixed Term (if fixed term the duration of the contract should be stated)
- Advert Text (which should detail the main responsibilities of the post)
- Safeguarding Children Statement: *"Michaela Community School is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake a Disclosure and Barring Service check."*
- Closing Date and Interview Date

All prospective employees are required to send a covering letter and CV. Any gaps in CVs will be thoroughly scrutinised before appointment.

Invites to Interview

Any invites to interview will be accompanied by the following statement:

"Michaela Community School, as an aware employer, is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and Induction procedures extends to all roles within the school"

Interviews

On arrival for interview the original documents requested in the invitation to interview letter will be obtained from each candidate and copied. The copies will be verified, initialed and dated and held with the Pre-Employment Checklist pending the outcome of the interviews. The interview process will allow time for any discrepancy in a candidate's application or references to be scrutinised and clarified. Interviewers will question candidates regarding any employment gaps, criminal record disclosures, fitness for the role, previous experience, suitability for the post and their motivation to work with children. The Panel will be certain they have explored all relevant areas before they offer a post. All interviews will be carried out on a face to face basis. On the rare occasions where teachers have applied from overseas then it may be appropriate to interview via video conferencing. All interview panels include at least one person who has successfully completed safer recruitment training. This will enable the scrutiny of each candidate's motivation to work with children by a trained interviewer. The composition of an interview panel will reflect the nature of the post.

References

If an applicant has been offered a post. One of the referees must be the candidate's current or most recent employer. Open references will not be accepted neither will references which have been provided by the candidate. Referees for all candidates will be asked specific role and child protection related questions. This avoids references which may have been written as part of a compromise agreement and would not state any adverse qualities or incidents involving the candidate.

Michaela Community School reserves the right to seek references from the current employer even if they are not listed as referees on the application form.

Employment Gaps

The Office Manager will check CV for any employment gaps and highlight any found to the panel. These will be investigated at interview. The interview panel will explore patterns of repeated change in career or employers at interview, ensuring that the reasons for this are fully explored.

PRE-EMPLOYMENT CHECKS

Disclosure of Criminal Record

Posts within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates

to disclose any *unspent* and *spent* convictions during the application stage. Disclosing a criminal background will not be used as a reason to not shortlist a candidate, unless it involves violence and/or the safety of children.

Having a criminal conviction will not necessarily bar a person from working with children. Successful candidates will be required to complete a DBS application form (and Disqualification by Association where appropriate). Once Enhanced DBS with barred list clearance is verified, any discrepancy in convictions declared on the application form and the DBS clearance will be discussed with the candidate and may lead to the offer of employment being withdrawn with immediate effect, even if the person has commenced work.

Regulated Activity

For most appointments, an enhanced DBS check with barred list information will be required as the majority of staff will be engaging in regulated activity. A person will be considered to be in 'regulated activity' if as a result of their work they:

- will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- will regularly work in a school or college at times when children are on school or college premises (where the person's work requires interaction with children, whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed or employed by a contractor); or
- will regularly come into contact with children under 18 years of age.

A supervised volunteer who regularly teaches or looks after children is not in regulated activity.

Post Interview Checks

Any offer of employment to any post at Michaela Community School will be subject to the following:

Employment history and references

-We will always ask for written information about previous employment history and check that information is not contradictory or incomplete.

-References will be required prior to employment.

-On receipt, satisfactory references will be checked by the Office Manager to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate; for example if the answers are vague.

Verification of Candidates Identity

It is vital that we know who our employees are and have evidence to prove this. Evidence of identity will be sought as part of the enhanced DBS check. We will verify a candidate's identity from current photographic ID and we will ask to see proof of address. Photocopies of documentation will be taken by the Office Manager and kept on file for anyone appointed to work in the school.

Enhanced DBS check with Children's Barred List Check

o All employees will be considered to take part in regulated activity and therefore we will require them to be checked against the Children's Barred List and obtain an enhanced DBS check.

o The Senior Secretary will review the completed DBS check and determine if it meets the required standard. Where it does not, the subject to contract offer of employment will be withdrawn with immediate effect.

Medical Clearance

Successful candidates will be required to complete a medical questionnaire. Depending on the answers given by the candidate, a referral to Occupational Health may be required to assess fitness for work. If a referral is made then job offers are confirmed only when a letter has been received from Occupational Health declaring them fit for the post for which they have applied.

Prohibition Order

The Senior Secretary will ensure that a candidate who is a registered teacher is not subject to a prohibition order issued by the Secretary of State. They will use the Employer Access Online Service to check this detail.

Right to work in the UK

The Senior Secretary will request documentation from the candidate to verify their right to work in the UK. This will be checked against the requirements of the Border Agency. Where the right to work in the UK cannot be verified, the offer of employment will be immediately withdrawn and the Border Agency notified of the details of the applicant.

Overseas Check

If the candidate has lived or worked outside of the UK, the Senior Secretary will complete any further checks which are appropriate.

Verification of Professional Qualifications

The Senior Secretary will request that successful candidates provide evidence of the qualifications that they have detailed on their application form. A copy of the certificates will be kept on the personnel file of the employee.

These checks will be made clear to candidates at interview. The candidate will not be made an unconditional offer at any point prior to the receipt of all satisfactory pre-employment checks.

OTHER CONSIDERATIONS

Temporary Staff Employed Directly By The School

Staff employed on a temporary contract issued by the school will follow the same recruitment process as any other permanent employee. All pre-employment checks must be completed.

Peripatetic Tutors and Agency Staff (Including Agency Supply Teachers)

All service providers/staffing agencies providing staff to undertake regulated activity will be required to provide evidence of the same pre-employment checks that the school would complete if they were directly employing the staff themselves. This should be submitted in writing and in advance of the provider starting work and should be agreed as part of any contract between school and provider. We reserve the right to view the original copy of the disclosure from the agency if it contains additional information. Evidence of checks from external providers will be recorded on the Single Central Record by the Office Manager.

If evidence is not provided then the school will not allow the peripatetic tutors or agency staff to have unsupervised access to children.

Contractors etc

Children should not be allowed in areas where builders are working for Health and Safety reasons, so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs, however this will be managed by the Headteacher who will use their professional judgement to determine supervision levels.

Anyone entering the school to undertake activities which are not classed as regulated will be required to verify their identity, providing documents such as a passport or driver's licence along with company or council ID.

Volunteers Engaging in Regulated Activity

Many volunteers in schools have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff when seeking help or support. An Enhanced DBS check incorporating a Children's Barred List check must be carried out prior to the volunteer starting their duties. These checks will be carried out for all volunteers engaging in regulated activity.

If such a volunteer becomes a paid employee, then all pre-employment checks must be completed with the exception of the Enhanced DBS check as it will already be held by the school.

Volunteers Not Engaging in Regulated Activity

A volunteer who is supervised at all times does not require a DBS check as they are not engaging in regulated activity. If such a volunteer becomes a paid employee, then all pre-employment checks must be completed including an Enhanced DBS check should be sought to reflect the change from volunteer to employee status.

Single Central Register

The school will keep a Central Record of all staff that provides confirmation that relevant checks have been taken such as:

- Verification of Identity (Name/DOB/Address)
- Qualifications (Qualifications required to do the job and any professional registrations required)
- Children's Barred List check
- Disclosure and Barring Service check
- Employer Access Online (List of persons prohibited from teaching)
- Overseas Criminal Record Checks (applicable for any employee who has spent a period of time abroad)
- Professional references
- Health check
- QTS check (if applicable)
- Right to work in the UK

This record will be kept by the Office Manager.

Approval by Governing Body and Review Date

This policy and plan has been formally approved and adopted by the Local Governing Body at a formally convened meeting.

Signed:  _____
Chair of Governing Body

Date: 3 July 2017

Review Date: 3 July 2018

End of Statement