

Inspire - Enable - Achieve



The Vale Federation Safer Recruitment Policy

Revised November 2018

This policy was adopted on November 2018

The policy is to be reviewed by November 2019

The Vale Federation of Schools

Safer Recruitment Policy*

The Governing Body and staff of The Vale Federation of Schools (Booker Park and Stocklake Park) take the safety and safeguarding of all its pupils extremely seriously. In order to ensure that all the school's actions in relation to Safer Recruitment represent the best practice possible, the Governing Body and the school follow these principles:

- The Buckinghamshire Model Policy for Safeguarding will be adopted as the school policy
- The Buckinghamshire County Council Minimum Safer Recruitment Standards will be met or exceeded
- The Buckinghamshire Toolkit for Safer Recruitment will be used and followed for ALL recruitment situations including volunteers and examination invigilators
- Any advertisements for vacancies will stress the importance the school places on Safer Recruitment and that Enhanced DBS (Disclosure and Barring Service) checks and PO (Prohibition Order) checks will be carried out as part of the appointment process as appropriate
- References will be taken up in advance of any interview wherever possible
- Any job offer will be contingent upon the receipt of two satisfactory references and the successful completion of the Enhanced DBS, PO checks and health check
- The provenance of any reference received will be checked before it is accepted
- Any questions raised by application forms or references will be checked during interview
- The safer recruitment checklist will be used at every interview to ensure that all relevant questions are asked and answers noted
- EVERY recruitment panel will comprise at least two people, at least one of whom MUST have undertaken Safer Recruitment Training
- All adults undertaking regulated activities involving pupils within the Vale Federation of Schools WILL BE subject to an Enhanced DBS check (See DfE Guidance on regulated and non-regulated activities and Buck CC Safer Recruitment Toolkit)
- The list of staff and Governors who have completed Safer Recruitment training will be regularly reviewed and updated as part of the annual Governing Body check on Safeguarding. This is the responsibility of the Child Protection Governor and the Designated Safeguarding Lead
- The details of all staff and volunteers will be kept on the Single Central Record which will be updated whenever necessary and checked and signed at least termly by the Principal or other members of the safeguarding team
- Any reference requested by other agencies for current or ex staff members must be agreed by principal or SLT so safeguarding can be assured.

The roles identified and the personnel responsible are named below:

Booker Park

Jo Dolder, Safeguarding Manager	Designated Safeguarding Lead
Marianne Murphy, Head of School	Deputy Designated Safeguarding Lead
Christine Stephenson, Principal	Deputy Designated Safeguarding Lead

Stocklake Park/Harding House

Gill Mullis, Head of School	Designated Safeguarding Lead
Christine Stephenson, Principal	Deputy Designated Safeguarding Lead

Safeguarding Governor

Hilda Robinson

Safer Recruitment Trained members of staff for interview panels are:

Booker Park

Christine Stephenson, Principal
Marianne Murphy, Head of School
Bethan Lang, Head of Department
Jo Berry, Head of Department
Sue Haywood, HR Manager
Jo Dolder, Safeguarding Manager

Stocklake Park/Harding House

Christine Stephenson, Principal
Gill Mullis, Head of School
Kirsten Grace, Head of Department
Sophie Robinson, Head of Department
Sue Haywood, HR Manager

This policy and the school's practice in relation to Safer Recruitment will be reviewed at least annually and whenever there is any updated guidance from either Bucks CC, DfE, The Buckinghamshire Safeguarding in Education Team or the Buckinghamshire Children's Safeguarding Board

*This policy refers to the engagement of any person for the purpose of undertaking a role for which financial remuneration will be paid AND any role for which there will be no financial reward but which entails contact with pupils which could be defined as a "Regulated Activity" according to DfE guidelines. The Vale Federation of Schools defines the invigilation of examinations as a regulated activity because of the potential for the adult concerned to have unsupervised access to pupils.

Introduction

This policy has been developed to embed safer recruitment practises and procedures throughout the Vale Federation of Schools and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in "Keeping Children Safe in Education" and will be ratified by the Governing Body and reviewed annually.

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the schools' community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- Attracting the best possible candidates/volunteers to vacancies
- Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

The Vale Federation of Schools is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- Behaved in a way that has harmed a child, or may have harmed a child or young person
- Possibly committed a criminal offence against or related to a child or young persons
- Behaved towards a child/children, young person/people in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children or young people

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

Roles and Responsibilities

The Governing Body of the Vale Federation of Schools will:

- Ensure the schools have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements
- Monitor the schools' compliance with them
- Ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years)

The Principal will:

- Ensure that the schools operate safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the schools
- Monitor any contractors and agencies compliance with this document
- Promote the safety and well-being of children and young people at every staff of this process

Safer Recruitment Process

1 Job descriptions and person specifications:

1.1 The job summary forms the basis for the job advert and the selection criteria for the recruitment process

- 1.2 Personal values and behaviours are particularly important in relation to safeguarding and must be clearly outlined in these documents
- 1.3 The job description must emphasise the requirements for compliance with policies and procedures and client confidentiality

2 Advertising

- 2.1 All advertisements for posts of regulated activity, whether in newspapers, bulletins or on-line, paid or unpaid, will include the following statement:

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children and young people and it is expected that all staff, workers and volunteers to share this commitment. The successful candidate will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check (DBS).

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values, which will be reflected through our recruitment process.

3 Inviting Applications

- 3.1 All applicants will receive a pack containing the following when applying for a post:

- Job description and person specification
- The schools' Safeguarding Policy
- The schools' Safer Recruitment Policy
- The selection procedures for the post
- The schools' Whistleblowing Policy
- An application form
- Copy of the School's Code of Conduct

- 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

- 3.4 Candidates submitting an application form completed on line will be asked to sign the form if called for an interview.

- 3.5 A curriculum vitae will not be accepted in place of a completed application form.

4 Shortlisting

- 4.1 Candidates will be short listed against the person specification and job description for the post.

5 References

- 5.1 A minimum of two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).

- 5.2 Permission must be sought from the applicant
- 5.3 References will be sought directly from the referee – copies of references, unsolicited references, ‘to whom it may concern’ references and/or testimonials provided by the candidate will not be accepted.
- 5.4 Where necessary referees will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.
- 5.5 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about the following:
- The candidate’s suitability to work with children and young people
 - Any substantiated allegations
 - Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
 - The candidate’s suitability for the post, including the candidates ability and willingness to promote fundamental British values
- 5.7 Following an offer of employment, reference requests will include the following:
- Applicant’s current post and salary
 - Attendance record
 - Disciplinary record
- 5.8 References should be obtained for internal candidates in the same way as for external candidates
- 5.9 School employees are entitled to see and receive, if requested, copies of their employment references.
- 5.10 All appointments are subject to satisfactory references, vetting procedures and DBS clearance

6 Interviews

- 6.1 Candidates called to interview will receive:
- A phone call inviting them to the interview
 - An email/letter confirming the interview and any other selection techniques
 - Details of the interview day, including details of the panel members
 - Further copy of the person specification
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview
 - Be asked to provide proof of identity, evidence of qualifications (including proof of QTS for Teachers) and Right to Work in the UK
- 6.2 The Recruitment Panel will
- Include at least one member who will have successfully completed training in safer recruitment within the last 5 years
 - Include people who are authorised to appoint staff
 - Have met prior to interviewing and have discussed the questions and assessment criteria

- Be the same people interviewing every candidate
- Complete the safer recruitment candidate checklist for each candidate

7 Interview Day and the Selection Process

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises. 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).
- 7.3 Candidates will be required to:
- Explain satisfactorily any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel e.g. references/identity/qualification evidence
 - Declare any information that is likely to appear on the DBS disclosure
 - Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values
 - Demonstrate the suitability to work with children and young people
- 7.4 Copies of documents will be taken, any issues noted and shared with the interview panel for clarification. Any lack of documents will be queried and panel agree whether to interview or not.

8 Evaluation and Feedback

- 8.1 Decisions will be properly recorded and notes made to provide a rationale for selection or rejection. Decisions will be based on the criteria for the role as set out by the person specification and will form the basis for candidate feedback, and identifying initial training and development needs.
- 8.2 A record will be made of the questions and answers from each candidate by each of the interview panel, which will then be signed and dated
- 8.3 Records of interview information for unsuccessful candidates will be kept from the date of the appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training) on the safer recruitment checklist
- 8.4 Records of interview information and copies of other evidence for successful candidates will be placed in personnel file and kept until termination of employment plus 6 years (include the name of interviewers with safer recruitment training)

9 Pre-Employment Checks

- 9.1 Prior to commencing employment all successful candidates will be required to:
- Provide proof of identity
 - Complete an enhanced DBS application and receive satisfactory clearance
 - Provide proof of professional status
 - Provide actual certificates of qualifications
 - Complete a confidential health questionnaire

- Provide proof of eligibility to live and work in the UK

9.2 Other checks that will be carried out are:

- QTS check for Teachers via Teacher Services
- Prohibition Order check for all Teaching staff (Qualified and Unqualified) via Teacher Services
- Staff/volunteer disqualification declaration form for those working with under-8s

9.3 The same checks must be made on overseas staff as for all other staff in schools. This includes seeking a DBS check along with proof to work in the United Kingdom, whether they are a British citizen or not

A DBS check for an employee who has lived outside the UK will not detail offences committed whilst abroad. If the employee has lived outside the UK for a period of more than 6 months within the last 5 years they will be required to provide a police check (Certificate of Good Conduct) from that country to cover that period. This also applies to UK nationals returning to the UK having worked abroad.

Any new employee who has **never** lived in the UK should not make an application for a DBS check until they have arrived in the UK for the start of their employment.

Overseas trained teachers will need to provide a letter that NARIC has agreed equivalence of qualification with UK standards

9.4 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

9.5 Employment will commence subject to all checks and procedures being satisfactorily completed prior to start date. Exceptional circumstances to this rule will in all cases be deemed by the Principal and appropriate paperwork completed.

10 Conditional Job Offer

10.1 All jobs offers will be made conditional, where any documentation/safeguarding checks are outstanding

11 Induction, Training & Development and Probation

11.1 All staff and volunteers who are new to the school will receive information on the schools' safeguarding policy and procedures including "Keeping children safe in education". Guidance on safe working practices which would include guidance on acceptable conduct/behaviour will also be given and these expectations will form part of new staff members' induction training.

11.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with the Line Manager
- Attend all relevant induction sessions
- Attend appropriate training including safeguarding training

11.3 A six month probation period will be in place for all staff appointed to a Support staff contract. There will be two assessment meetings during this probationary time.

- 11.4 An induction signature sheet will be given to each new employee following their induction to confirm what documents and information has been provided at the induction session
- 11.5 A feedback form will be given to each new employee following their induction to evaluate the recruitment process

12 HR Records & Single Central Record

- 12.1 All individual personnel files will contain confirmation of all references, application form, interview notes and pre-employment checks
- 12.2 All details obtained through identity and pre-employment checks for all new staff and volunteers will be recorded on the Single Central Record

13 Supply Staff

- 13.1 In the event of The Vale Federation of Schools recruiting supply staff, only those agencies which operate a Safer Recruitment Policy will be used and will supply written confirmation (a letter of assurance) that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.
- 13.2 The Vale Federation of Schools will carry out identity checks when the individual arrives at school and copies of their documents will be kept together with the letter of assurance received from the agency.

14 Peripatetic Staff (including but not limited to Social Workers, Specialist Teachers, Sports Coaches)

- 14.1 The Vale Federation of Schools will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. This information will be requested from their employers in the form of a Letter of Assurance and the details will be added to the schools' Single Central Record.
- 14.2 The Vale Federation of Schools will carry out identity checks when the individual arrives at school and copies of their documents will be kept together with the letter of assurance received.

Please refer to BCC Safer Recruitment v 1.2 for further guidance and full details on implementing this policy