

The Meadows School



Safer Recruitment Policy

Updated: September 2022
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Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	9/04/2019	Initial Issue	R Byatt	Headteacher
1	11/09/2020	Reviewed	N Hinton	Headteacher
2	Sept 2020	Ratified by Governors	FGB	FGB
3	20/09/2021	Reviewed: 2. KCSiE date updated 10 and 11. To include Brexit arrangements	S Adams	Headteacher
4	Sept 2021	Ratified by Governors	FGB	FGB
5	Oct 2022	Reviewed: Online search added	A Benjamin	Headteacher

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1. Rationale

This policy has been adopted and written in relation to Safer Recruitment Policy at the Meadows School and should be read in conjunction with the LAs Policies and Procedures and any DfE Policy, Statements and Guidelines.

2. Introduction

The Meadows School is committed to safeguarding and promoting the welfare of all students in its care and expects all staff, volunteers and 3rd party contractors to share this commitment.

Safer recruitment is an important part of our safeguarding strategy.

The Meadows School is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable our students to learn and thrive in a happy, caring and safe environment.

All elements of this Safer Recruitment Policy ensure that the recruitment and selection processes outlined:

- Meet the requirements of Keeping Children Safe in Education (KCSiE) September 2022
- Are robust
- Have relevant vetting and checking procedures
- Include a robust induction

This policy outlines the steps The Meadows School will take to ensure those employed in this school are safe to work with young people and the main purposes are:

- to prevent unsuitable people working within our school
- to attract the best possible candidates to work in our school
- to create and maintain a safe workforce

3. Roles and Responsibilities

It is the responsibility of the Governing Board to monitor and review the effectiveness of this policy and to be familiar with the DfE guidance 'Keeping Children Safe in Education' and its specific requirements related to Safer Recruitment.

It is the responsibility of the Headteacher to ensure that structures are in place to support the effective implementation of this policy and that all appropriate pre-employment checks are carried out on all staff who work at the school.

Both the Governing Board and Headteacher will ensure before convening any interview panel that at least one member of the interview panel has completed Safer Recruitment Training.

The Interview Panel will ensure that child protection/safeguarding matters are central to the interview process.

Any member of staff involved in the recruitment and selection process will ensure they comply with all the elements of this policy.

4. Scope

This policy applies to the recruitment of all posts in this school. Headteacher appointments will be undertaken by the Governing Board.

5. The Vacancy

When a vacancy arises the Headteacher, in conjunction with the Governing Board if appropriate, will review the needs of the school and ensure the post to be advertised meets the schools needs effectively.

The Headteacher will assess and analyse the vacant post taking into account the schools' current and future staffing structure and budget, which is determined by the Governing Board.

The Headteacher will consider what type of appointment should be made and will ensure the implications of the different types of contracts are considered prior to advertising.

When recruiting any staff there is always at least one member of staff of both the shortlisting and interviewing panel who has completed the Safer Recruitment Training. A recognised training provider with the relevant skill sets and expertise to deliver topics pertinent to the qualification obtained on completion provides this training.

All staff employed at The Meadows School, including volunteers, casual staff and college students will be required to undertake an enhanced DBS and Barring Check. This is renewed in line with Sandwell Local Authority Guidelines on a three year cycle.

6. Job and Person Specification

For every vacancy a job and person specification will be written and approved by the Head Teacher. Each role is tailored to take into account the following:

- General Professional Duties and Responsibilities
- Knowledge and Understanding
- Planning, Teaching and Classroom Management
- Sickness Absence and Disability
- Qualifications
- Experience
- Disposition
- Practical and Intellectual Skills
- Other Professional Requirements

- Legal and Legislative Requirements (e.g. Enhanced DBS and Barring Check, Criminal Convictions, Childcare Disqualification Declaration and other pre-employment checks relevant to Sandwell Council Safer Recruitment Policy).

7. Job Advertisement

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible. The exception to this is where internal applicants are required due to budgetary challenges.

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS check and a Childcare Staff Disqualification Declaration Disclosure.

Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account.

8. Recruitment Information Pack

All interested applicants will be provided with an application form, job description and person specification, and if requested, school handbook, signposting to the most recent inspection report, copies of the Child Protection & Safeguarding Policies and Safer Recruitment Policy.

9. Shortlisting and References

- All applicants for any post within the school will be required to complete an application form and a curriculum vitae will not be accepted.
- Incomplete applications will not be accepted, and may be returned for completion.
- Short listing will be undertaken by the appropriate sub-committee.
- A list of the potential shortlisting candidates will be provided and any relationships between candidates and a member of the sub-committee disclosed immediately.
- All applications will be looked at in detail and scrutinised by at least two members of SLT or the Governing Board.
- Applicants will be shortlisted for the post if they meet the particulars of the job description and person specification.
- All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- References will not be accepted by relatives or friends.
- **When seeking references, we will liaise directly with referees and verify any information contained within references with the referees**
- Open references and testimonials will not be accepted.

- They will consider any inconsistencies and look for gaps in employment and reasons given for them and explore all potential concerns with the candidate
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children (see appendix 1).
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher as accurate in respect to disciplinary investigations
- Resolve any concerns before any appointment is confirmed.
- The HR provider or other nominated person will inform those shortlisted immediately after the shortlisting process has taken place. Unsuccessful applicants will not always be informed due to the potential volume of applications the school may experience.

In line with Keeping Children Safe in Education (September 2022) all shortlisted applicants will be subject to an online search as part of our due diligence. This may help identify any incidents or issues that have happened and are publicly available online, which the school may wish to explore with the applicant at interview. This search does not form part of the shortlisting process and you will have the chance to discuss any issues of concern that come up during the search at interview."

The check will be made by a member of staff who is not part of the recruitment process (to prevent any unconscious bias) and the form for the check to be made is included as Appendix 2 .

Shortlisted candidates will be sent:

- A self-declaration form to detail their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
 - They will be asked to sign a declaration confirming the information they have provided is true
- Detailed documentation of the interview process
- Directions to the place of interview

Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.

Also, they will be informed if they will have to undertake skill tests as part of the interview process

Shortlisted candidates are given an opportunity to visit the school while it is operating and should be able to meet and talk to other members of staff who will not form part of the selection process interview.

10. The Interview

All candidates will receive **at least** 5 days' notice of the date for interview (apart from exceptional circumstances). Candidates will receive written confirmation of their invitation to interview which will state the following:

- details of the nature of the selection process
- the selection panel
- the interview / selection process time and venue
- any reasonable adjustments which disabled candidates need in relation to the selection process
- **Teaching posts will include a short lesson plan delivery and Learning Support Assistant/ Practitioners will include a skills test and observed supporting a class.**
- All posts that are exempt from the Rehabilitation of Offenders Act 1974, the successful candidate will be subject to a DBS check. All candidates will need to bring evidence of their identity with them to the interview.
- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people. This is be assess through specific Child Protection and Safeguarding questions coupled with e-Safety questions.
- During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- Receipt of at least two satisfactory references, **one from their last employer (in the case of employment agencies, the last two placements)** confirming that the referee knows of no reason why the candidate should be prohibited from working with young people

- Verification of the candidate's identity
- **Asylum and immigration check**
- **Further checks on people living or working outside the UK**
- Barred list check obtained if candidate is to start prior to DBS clearance;
- Enhanced DBS Disclosure (with list checks)
- Verification of the candidate's medical fitness
- Verification of professional status e.g. QTS, NPQH
- **Teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);**
- Non-teaching posts will require satisfactory completion of the probationary period unless this has already been achieved through another Council or similar.
- **Overseas check**

Safeguarding checks for teachers from overseas:

Candidates from overseas must undergo the same checks as all other staff in schools, including obtaining an enhanced DBS certificate with barred list information. This still applies even if the candidate has never been to the UK.

The school will:

- follow part 3 of Keeping children safe in education (KCSIE) statutory guidance, which sets out the safer recruitment checks schools must conduct.
- For all staff, including teaching positions: criminal records check for overseas applicants
- For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when:

- There are concerns about an existing member of staff's suitability to work with children; or
- An individual moves from a post that is not regulated activity to one that is; or
- There has been a break in service of 12 weeks or more

Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Volunteers

- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment.

Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

11. Single Central Record

There is a Single Central Record kept in school detailing every member of staff, agency staff, volunteer, contractors and governor. This includes details of the rights of individuals to work in the UK and clearance checks. This record is maintained by the School Business Manager and HR Administration Assistant and is reviewed at the start of each half term.

There are 6 sections to the Single Central Record:

1. Teaching Staff
 2. Support Staff
 3. Volunteers
 4. Governors
 5. Agency Staff – details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.
 6. Governors
 7. Contractors – including site staff, grounds maintenance etc.
Letters of assurance are obtained from all 3rd Party Contractors to confirm compliance with the school's rigorous standards in this area.
- During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared by the Inductee and a copy of the school's Safeguarding booklet is provided.

- The Governing Board of The Meadows School will carry out the monitoring of the recruitment process, induction arrangements and the Single Central Record. The Single Central Record will be verified and signed by the Headteacher each term.

Reports will be produced on a monthly basis that monitor the expiry of the DBS certificate for all personnel in the school. This report is monitored and produced by SIPS HR and the DBS renewals are completed in line with Sandwell LEA HR Guidance every three years.

Identity checks of employees are completed during the recruitment and interview process by SIPS HR (appendix 3) and are recorded on the Single Central Record. Identity checks are updated when the DBS renewal is conducted every three years and are recorded on the Single Central Record. A copy of all documents used to verify the successful candidate's identity and qualifications will be retained on their personnel file and a confirmation memo from SIPS HR will be sent to The Meadows School confirming all formalities are complete and the individual is fully cleared (appendix 4).

12. Further reading and other Policy information

It is important that this policy is read in conjunction with the school's Child Protection Policy and Guidance.

If supply staff are used then checks will be made regarding ensuring that agencies provide written evidence of in date enhanced DBS.

Appendix 1

Reference Request Template



The Meadows School

Dudley Road East, Oldbury, West Midlands, B69 3BU

Telephone: 0121 569 7080

Medical Office: 0121 544 6754

Electronic mail: headteacher@themeadows.sandwell.sch.uk

Website: www.themeadows.sandwell.sch.uk

Headteacher: Ms Rupe Virk

Your co-operation in completing and returning the enclosed forms as soon as possible would be appreciated.

Appointment of:

Name:

The above named is an applicant for the post stated and has given your name as a referee.

A Job Description and Personnel Specification relating to the post are enclosed and I should be grateful if you would advise me as to whether you consider the applicant to be suitably experienced to fulfil the requirements of this post.

I have enclosed a pro-forma for your reply, and I would be grateful if you could return it as a matter of urgency to hr@sips.co.uk or alternatively if you could post it to HR at SIPS Education, 2ndFloor, Guardian House, Cronehills Linkway, West Bromwich, B70 8GS.

Please ensure that the reference is accurate and does not contain any misleading statements or omissions.

Please note that all school based posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and I would therefore ask you to reveal information on any adult cautions that are unspent or any other convictions or cautions that would not be filtered.

May It hank you in advance for your assistance.

Yours sincerely

Ms Rupe Virk
Headteacher

**Sandwell Metropolitan Borough Council
Private and Confidential**

Reference Request

Data Protection Act 2018

Information provided on this sheet will be processed in accordance with the requirements of the General Data Protection Regulation 2018.

Section A

Name of applicant: _____

Position held by applicant: _____

From: _____ To: _____

Applicant's present salary: _____

In what capacity have you known the applicant? _____

How long have you known the applicant? _____

Reason for leaving: _____

Signature: _____

Date: _____

Name: _____

Position: _____

Tel No: _____

Company Address (if applicable):

Name of Applicant: _____

Section B

Please indicate the applicant's performance in the following areas:-

Please use the space below to comment further on your ratings.

Please tick appropriately

V Good	Good	Average	Poor	V Poor

Attendance
Comments: _____

Quality of Work
Comments: _____

--	--	--	--	--

Attitude to Supervision
Comments: _____

--	--	--	--	--

Relationship with
Colleagues
Comments: _____

--	--	--	--	--

Continued..

Please tick appropriately:

V Good	Good	Average	Poor	V Poor

Flexibility
Comments: _____

Timekeeping
Comments: _____

--	--	--	--	--

Honesty
Comments:

--	--	--	--	--

Any further comments regarding the above:-

Name of Applicant: _____

Please give details of any current disciplinary warnings or outstanding disciplinary issues pending, including the nature of the offence/alleged offence and sanction given. Please include details of any disciplinary procedures the applicant has been subject to involving issues related to the Safety and Welfare of children, young people or vulnerable adults, including any in which the disciplinary sanction has expired. If there are none, please state "None".

Please give details of any allegations or concerns that have been raised about the applicant that relate to the Safety and Welfare of children, young people or vulnerable adults or behaviour towards children, young people or vulnerable adults. If there are none, please state "None".

Please give details of the outcome of those concerns, for example, were the allegations/ concerns investigated? What conclusion was reached? How was the matter resolved?

Are you completely satisfied that the candidate is suitable to work with children?

If not, please give specific details of your concerns and the reasons why you believe the candidate might be unsuitable.

To your knowledge, does the applicant have a criminal record?

For Teaching Posts only:

In accordance with School Staffing (England) (Amendment) Regulations 2012 please advise whether or not the member of staff has, in the preceding two years, been the subject of the Capability Procedures established by the Governing Board in accordance with regulation 8 and, if so, please provide details of the concerns which gave rise to this, the duration of the proceedings and their outcome.

Would you re-employ?

Yes		No	
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Please give any other information that may help us concerning the possible employment of this applicant?

Signature:	Date:
Name:	Tel No:



Online Search – Shortlisted Candidates - The Meadows School

What you are looking for:

- The school should obtain information that is widely available to anyone through the usual search engines and websites e.g. google search
- Incidents or issues of concern i.e. things said or done what would either harm the reputation of the school or make the applicant unsuitable to work with children e.g. content that evidences inappropriate or offensive behaviour, discrimination, drug and alcohol misuse and inappropriate photographs or videos etc.

What not to check:

- The search does not require schools to delve into locked areas on websites or request access to private/locked content of individuals social media accounts or login details

Candidate Name:	
Role Shortlisted for:	
Searcher Name:	
Please confirm you are not a part of the recruitment process:	
Date online search conducted:	

Do not record any irrelevant personal information about the candidate.

Search Parameter	Outcome of Search
Google: <ul style="list-style-type: none"> • Candidate Name • Candidate name + Job Title • Candidate name + previous employment • Candidates name + convicted • Candidates name + convicted • Candidates name + crown court • Candidates name + magistrate's court • Candidates name + any other country they have lived or worked in 	
LinkedIn: Check who the candidate has identified as their previous employer on LinkedIn against the employment history they have provided on their application form, along with a comparison of the employment dates stated	Results of name found (attach a screen shot?)
For staff undertaking Teaching work only (including Teachers/Unqualified Teachers): TRA hearing search	Search applicants name with TRA hearing (example: Jane Doe TRA hearing)

Risk Assessment needed: Yes/No

Appendix 3 - SIPS PRE-EMPLOYMENT CHECKLIST

PRE-EMPLOYMENT CHECKLIST

Surname:	Forenames:	Mr/Mrs/Miss/Ms/Dr
Appointment of:		TRN Number:
Location:		
Manager's Name:		
Permanent/Temporary	End Date:	Internal/External

Checks Completed	Date Sent	Date Cleared/Rec'd	Initials	Spreadsheet Updated
Added to New Starter Spreadsheet				
Provisional Offer Pack sent				
Application Form Signed				
Medical Sent to Occupational Health				
Reference 1 (Name)				
Telephone Verification Received (Shenstone only):				
Accepted by Manager: Y / N				
Reference 2 (Name)				
Telephone Verification Received (Shenstone Only):				
Accepted by Manager: Y / N				
A&I Cleared: Y / N Docs Seen:				
Does the post require a DBS? Y / N				
Does the post require 5128 management check? Y/N				
DBS Appointment Made				
Date Sent:				
DBS Disclosure number:				
DBS Date of Issue:				
Overseas check required: Y / N				
Child Care Disqualification: Y / N				
Qualifications Received and copied (where applicable)				
Teacher Qualification – Class of Degree				
QTS Date:				
QTS and Prohibition Checked:				
EEA Check Completed:				
Transfer of Service Y / N From:				
Bank Details and Pension Form Received:				
Manager Informed Applicant is Cleared:				

Appendix 4 – Full Cleared Memo

MEMORANDUM

FROM:
TEL: 0121 296 3000

TO:
DATE:

Name	
Post Title	
School	

I am pleased to advise you that the above named person is now fully cleared. Please contact them to arrange a mutually convenient start date. Please confirm the start date in writing, failure to confirm will result in non-payment.

TYPE	CLEARED ON
<i>Medical</i>	
Reference 1 Received	
Reference 2 Received	
Reference Confirmation Date	
Asylum & Immigration Cleared	
Asylum & Immigration – Document Seen	
DBS Disclosure No. – Enhanced with Barring	
DBS Disclosure Date of issue	
DBS Identify Check - Documents Seen	
DBS - Date Documents Checked	
DBS – Documents seen by	
DBS – Name of countersignatory	
DBS Certificate seen by and date seen:	
Overseas Check required (If yes, provide details)	
TRN No.	
QTS Date	

(TA) NCTL Teacher Registered and not subject to a prohibition/interim Prohibition order – Date confirmed	
Class of Degree	

I must point out that any start date agreed, must take into consideration Payroll lockout. This information must reach SIPS HR **BEFORE** the 1st of the month in order for the employee to be paid for that month's payroll. Failure to meet this deadline will result in the employee not being paid until the following month's payroll.

Please also note that, should you not appoint this person within the next three months, then their clearances will become invalid and you will need to either renew the clearances or remove the details from the computer.

If you require any further assistance, please do not hesitate to contact me on the above number.

Name
Job Title