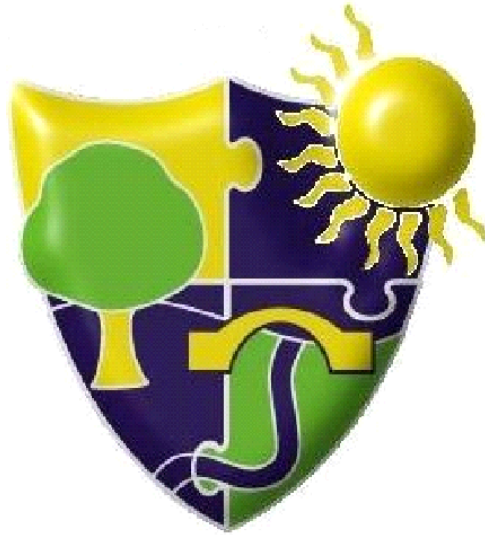


# The Meadows School



## Safer Recruitment Policy

Updated: July 2019

Date to be reviewed: July 2020

Ratified by Governors: November 2019

## Amendment Register

Amendment Number	Date	Detail	Amended By	Approved By
0	9/04/2019	Initial Issue	R Byatt	Headteacher
1	14/10/2019	Amendments from circular 9.10.19 on page 6 in bold	C Swoffer	Headteacher
2	16/12/2019	Reformatted	G Barham	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 3 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 2016
- 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 the interviewing panel who has completed the Safer Recruitment Training. This training is provided by a recognised training provider with the relevant skill sets and expertise to deliver topics pertinent to the qualification obtained on completion.

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.

## **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 Safe 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.
- Open references and testimonials will not be accepted.

- 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).
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- 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.

Shortlisted candidates will be sent:

- 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 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
- confirmation of documents needed for evidence checking e.g. original certificates relating to professional or educational qualifications.
- 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.
- The interview may consist of an activity, informal meetings with the Governing Board and representatives from the Local Authority, a meeting with the School Council and a Professional Interview.
- Teaching posts will require a short micro-teach and Learning Support Staff posts will be required to support a class for a period of time.
- 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)
- EEA Check (Teacher Services Restrictions)
- 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 Metropolitan Council or similar.

- Childcare Disqualification Declaration, where a candidate is from overseas, Barred List information and DBS disclosures will be completed.

**Volunteers will be subject to the same vetting procedures to that of a permanent member of staff.**

**Governors will be subject to a similar vetting procedure to that of permanent staff.**

**The only material difference is that Governors will be requested to complete an Enhanced DBS check (without barring list checks). This follows guidance from DfE “Keeping Children Safe in Education” (July 2015).**

## **11. Single Central Record**

There is a Single Central Register kept in school detailing every member of staff, volunteer and governor. This includes details of the rights of individuals to work in the UK and details of their Child Protection Level 1 training. This record is maintained by the HR Manager and School’s DSP and is reviewed at the start of each half term.

There are 8 sections to the Single Central Record:

1. All Teaching Staff
2. All Support Staff
3. Volunteers and helpers
4. Supply Teachers – details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.
5. Supply Support Staff – details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.
6. Governors
7. 3<sup>rd</sup> Party Contractors – including site staff, grounds maintenance etc.
8. Personnel from Alternative Providers.

Letters of assurance are obtained from all 3<sup>rd</sup> Party Contractors to confirm compliance with the school rigorous standards in this area.

- During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared by the Designated Safeguarding Person and a copy of the school’s Child Protection and Safeguarding Policy is provided.
- The monitoring of the recruitment process, induction arrangements and the Single Central will be carried out by the Governing Board



of The Meadows School. The Single Central Record will be verified and signed by the Chair of the Governing Board 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 (appendix 2) and are recorded in 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 SIP HR will be sent to The Meadows School confirming all formalities are complete and the individual is fully cleared (appendix 3).

## **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

### **Appendix 2**

SIPS HR Pre-employment Checklist

### **Appendix 3**

SIPS HR Fully Cleared Memo

**Appendix 1**

**Sandwell Metropolitan Borough Council  
Private and Confidential Reference Request**

**The information that you provide will normally be disclosed to the applicant, should they request to see their references under the provisions of the Data Protection Act 1998. If you have any concerns about providing a reference under such circumstances, please contact the officer dealing with this request on the telephone number on the accompanying letter.**

**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: \_\_\_\_\_

<b>Signature:</b>	<b>Date:</b>
<b>Name:</b>	
<b>Position:</b>	<b>Tel No:</b>
<b>Company Address (if applicable):</b>	

**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:

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Quality of Work  
Comments:

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Attitude to Supervision  
Comments:

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Relationship with  
Colleagues  
Comments:

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Continued..

*Please tick appropriately:*

V Good	Good	Average	Poor	V Poor

Flexibility  
Comments:

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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".

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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".

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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?

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

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

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

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**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.

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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?

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<b>Signature:</b>	<b>Date:</b>
<b>Name:</b>	<b>Tel No:</b>

## Appendix 2

### SIPS PRE-EMPLOYMENT CHECKLIST

#### PRE-EMPLOYMENT CHECKLIST

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

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: <b>Y / N</b>				
Reference 2 (Name)				
Telephone Verification Received (Shenstone Only):				
Accepted by Manager: <b>Y / N</b>				
A&I Cleared: <b>Y / N</b> Docs Seen:				
Does the post require a DBS? <b>Y / N</b>				
Does the post require 5128 management check? <b>Y/N</b>				
DBS Appointment Made				
Date Sent:				
DBS Disclosure number:				
DBS Date of Issue:				
Overseas check required: <b>Y / N</b>				
Child Care Disqualification: <b>Y / N</b>				
Qualifications Received and copied (where applicable)				
Teacher Qualification – Class of Degree				
QTS Date:				
QTS and Prohibition Checked:				
EEA Check Completed:				
Transfer of Service <b>Y / N</b> From:				
Bank Details and Pension Form Received:				
Manager Informed Applicant is Cleared:				



### Appendix 3 – Full Cleared Memo

<b>MEMORANDUM</b>
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FROM:	TO:
TEL: 0121 296 3011	DATE:

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<b>Name</b>	
<b>Post Title</b>	

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.

TYPE	CLEARED ON
<i>Medical</i>	
Reference 1 Received	
Reference 2 Received	
Asylum & Immigration Cleared	
Asylum & Immigration – Document Seen	
DBS Disclosure No. – Enhanced	
DBS Disclosure Date of issue	
DBS Identity Check - Documents Seen	
DBS - Date Documents Checked	
DBS – Documents seen by	
DBS – Name of countersignatory	
Child Care Disqualification Declaration	
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.

Zoe Perry  
Senior Transactional HR Consultant