

Recruitment and Selection & Safer Recruitment Policy

1.0 Policy Statement

Sir Simon Milton Westminster UTC is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people.

We work towards attracting, recruiting and retaining staff of the highest calibre. This policy should be read in conjunction with the:

- **Central Record of Recruitment and Vetting Checks Policy**
- **Safeguarding and Child Protection Policy**
- **Equality and Diversity Policy.**

The Headteachers will jointly oversee compliance of this policy.

We aim to ensure:

- Staff are recruited on the basis of their merits, abilities and suitability for the position.
- All applicants are considered equally.
- No applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
- Compliance with guidance of the Department for Education "Keeping Children Safe in Education" & 'Safer Recruitment and Selection in Education Settings" alongside the Code of Practice published by the Disclosure and Barring Service.
- The College recruitment process complies with all aspects of the Equality Act 2010.
- All the required pre-employment checks are carried out efficiently.
- Those who recruit and select staff understand and comply with this policy.
- The required details concerning all staff are entered on the single central record.
- All staff, volunteers, students working for the school and its Directors will be required to have enhanced DBS checks prior to appointment, in accordance with government policy.

2.0 Recruitment & Selection Procedure

- Shortlisting will take place by at least two members of the management team, who will then combine scores, a three point scoring system of evidence is utilised.
- Shortlisting will take place against objective elements of the person specification.
- A written record will be kept of all interviews.
- All applicants will complete an Application Form containing questions about their academic and employment history and their suitability for the role.
- Curriculum Vitae will not be accepted in place of the completed Application Form.
- Any gap in employment will be checked.
- Applicants will be provided with a job description and person specification for the role.
- The appointments team/panel will invite suitable applicants to attend an interview at which his/her relevant skills and experience will be discussed in more detail.
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Any concerns or discrepancies arising from the information provided by the candidate and/or a referee will be explored.
- A member of the senior leadership team will sit on the interview panel for all full time vacancies, and a member of the Governing will be invited to attend.
- All posts will normally be advertised. The following will be carried out in connection with these principals of advertising of vacancies:
 - a) All vacancies for permanent posts will be advertised.
 - b) Advertisements will not be confined unjustifiably to those geographical areas or publications that would exclude or disproportionately reduce the numbers of applicants from a particular racial group.
 - c) Advertisements shall not differentiate between qualifications obtained in the UK and those that are fully comparable, but have been obtained outside the UK.
 - d) All applicants for posts shall be sent a copy of the Sir Simon Milton Westminster UTC Equality and Diversity Policy, if requested.
 - e) Where an advertisement contains an informal contact point, this shall be for the purpose of expanding on the job details and, requirements and not as an informal selection procedure.

f) Advertisements for posts will include the statement "The College is committed to safeguarding and promoting the welfare of children and young people and all successful candidates are required to have an enhanced Disclosure and Barring Service (DBS) disclosure."

In accordance with the recommendations of the DfE a number of recruitment and vetting checks must be undertaken, these are detailed in the College **Central Record of Recruitment and Vetting Checks Policy**'.

- The Disability Discrimination Act (DDA) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Candidate Information

Applicants will be supplied with Safer Recruitment: Candidates' Information.

Equal Opportunities

The College is committed to providing the quality of opportunity for all, and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. The Equality and Diversity policy is the foundation for all our activities.

Post-Appointment Induction

There will be an induction meeting for all staff, directors and other volunteers newly appointed to The Hammond regardless of previous experience. Safeguarding training is the first priority within the induction process.

Temporary Supply Agencies/Temporary Workers

The school requires supply staff and temporary workers, whether they are individuals or from agencies/contractors, to register with the DBS on their own account.

Proof of such registration and identity will be required before the school will allow any such person/s to work in the school in any capacity. Agencies and firms such as catering firms will be requested to provide written confirmation of the following before a person is allowed to begin work:

- The person's identity was checked and the date of the check
- Any relevant checks for persons from overseas were made including their right to work in the UK and were satisfactory plus the date of such checks
- An enhanced DBS was obtained and the date and number of the DBS sent to the school for entry on the central register. If the results of such a check have not arrived then a barred list check was made and the results.
- Information, should it apply, of any convictions or other disclosures on the DBS check. In this instance a copy of the certificate will be required by the school prior to the person starting work.

- Barred list checks
- Prohibition checks (including a section 128 check for those taking up a management position).
- If applicable qualifications were checked and the date of the check.

When a staff member is sent from an agency, even if the above details have been forwarded they will be requested to show proof of identity upon arrival before entering the school.

It is the Headteachers responsibility to ensure this record is kept up to date, even if this is delegated to other staff. Auditing and spot checks should be undertaken by the Headteachers.

Gap Students

The appointment of 'gap' student staff includes every element of the above recruitment checking system that is possible (even if the student concerned is already known to the school or to a trusted school abroad or is recruited through an agency).

Where 'gap' student staff are recruited from abroad, the school obtains a 'certificate of good conduct' or equivalent from the relevant authorities of the student's home country where such facilities are available.

3.0 Policy on recruitment of ex-offenders

The school will not discriminate against any applicant for employment purely on the basis of conviction or other details revealed, but will make decisions on the basis of merit and ability. A criminal record will not necessarily automatically debar him/her from employment; instead each case will be decided on individually.

Applicants must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, to dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the school to employ anyone who is included on the lists maintained by the Department for Education and Skills and the Department of Health of individuals who are considered unsuitable to work with children or are the subject of a disqualifying order made for being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the school. If the school receives an application from a disqualified person or is given false information or the school has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, DBS and/or the DfE Children's Safeguarding Operations Unit.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained

through a disclosure check, the Joint Headteachers or the PA, the School Business Manager and in some cases the Chair of Governors are likely to draw upon advice from the UTCs Human Resources Consultant.

The team will consider the following factors before reaching a decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

The College considers it a high risk to employ anyone with access to pupils who has been convicted at any time of any the following offences:-

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious drug related offences, robbery, burglary, theft, deception or fraud.

The College considers it high risk to employ anyone in a financial post who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If an applicant wishes to dispute any information contained in a Disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information the school will consider, if practicable, deferring a final decision about the appointment until the applicant has had the opportunity to challenge the Disclosure information.

Retention and Security of Information

The school will observe the guidance issued or supported by the DBS on the use of Disclosure information. For example, the school will:

- store a record in the staff personnel file and the single central record of staff the date of a Disclosure, the name of the subject, the type of Disclosure, the position of the person in the school, and the **unique number issued by the DBS** .
- If appointed, any relevant information provided on an application form (together with any attachments) will be stored on the member of staff's personnel file. If the application is unsuccessful, all documentation relating to the application will be shredded.

The following procedures and practices are in place to ensure the safer recruitment of staff.

At least one member of the recruitment panel will have received approved 'Safer Recruitment' training. The Principal and the Vice-Principal have received safer recruitment training.

4.0 Safer Recruitment: Summary of Stages

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the College by the inclusion of the following statement:

"The college is committed to safeguarding and promoting the welfare of children and young people and all successful candidates are required to apply for an enhanced Disclosure and Barring Service (DBS) disclosure."

Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form (all applicants must complete the application form in full);
- Job Description & Person Specification
- College Introduction with department overview
- Safer Recruitment Policy (with signposting to the Safeguarding and Child Protection Policies on the college website, and to Section 1 of the DfE paper on "Keeping Children Safe in Education" 2016).

Stage 3: Applicant Selection/Short-Listing

Candidates for the post and suited to the job description and person specification following analysis of their applications, will be short-listed following consultation between the Joint Headteachers and other staff involved in the interviews process.

Where at all possible, references for those short-listed are taken up before the interviews and references will remain a matter of scrutiny and be probed during interview.

For Teachers, a reference should come from the *Principal/ Headteacher* of the candidate's current or last school/ college.

All appointments are subject to satisfactory references.

Stage 4: Interview

Prior to embarking on the interview process and on point of arrival, candidates selected for interview will have to provide:

- proof of identity
- actual certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions will range to encompass subject knowledge, skills and competence, ability to fulfil the requirements of the tutor role, and to contribute to the extra and extended curriculum.

Significantly, in terms of safer recruitment practices at least one representative involved in the interview process, will ask a question at interview exploring attitudes towards

safeguarding and working with young people or vulnerable adults. However, it is likely that other interviewers will probe such issues and have similar training in safer recruitment procedures.

One member of the recruitment panel will have appropriate 'Safer Recruitment Training' updated every two years.

Candidates will always be required:

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

References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references referenced 'To whom it may concern' will not be accepted if they fail to include dated evidence or are without obvious organisation authorisation.

In all cases of applicants being invited to interview, referees will be contacted by letter or e-mail in order to clarify any anomalies or discrepancies.

All references should be checked by the Headteachers before they are logged on the single central record.

For Teachers, a reference should come from the *Principal/ Headteacher* of the candidate's current or last school/ college.

Stage 5: Successful Candidate: Pre Employment Checks

As stipulated in 2.0 & 3.0 of the '**Central Record of Recruitment and Vetting Checks Policy**' further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a satisfactory Enhanced DBS check with barred list information (CBL)
- verification of the candidate's medical fitness (via a confidential health questionnaire)
- verification of qualifications;
- verification of professional status where required e.g. QTS or QTLS status (unless properly exempted, for example staff with PGCE Post- Compulsory education)
- the production of evidence of the right to work in the UK
- a check that the candidate is not subject to a prohibition order issued by the Secretary of State, using **Employer Access Online service**.

If the DBS check has not been received but has been applied for, the employee should not be left unsupervised with young people or vulnerable adults, and all young people must always be within sight and hearing of a checked person.

In these circumstances, the Headteacher would undertake a risk assessment to ensure that an employee is able **to work supervised**.

Levels of appropriate supervision need to reflect what is known about the person concerned, their duties and levels of responsibility. For staff with little experience and where references supply limited information, levels of supervision should be higher than for experienced staff that have come with detailed references and evidence of good conduct. Levels of supervision should be discussed with the employee and reviewed every two weeks until the disclosure is received, the risk assessment will also be updated.

There is **no requirement** to obtain an enhanced DBS check if, in the three months prior to beginning work in their new appointment, the applicant has worked:

- in a school in England in a post which brought them into regular contact with children or in any post in a school since 12 May 2006; or
- in a college in England in a position which involved the provision of education and regularly caring for, training, supervising or being in sole charge of children or young people under the age of 18.

But the college **may** request an enhanced DBS check with barred list information should there be concerns and bearing in mind the duty schools and colleges are under not to allow a barred person to work in regulated activity.

For newly appointed staff awaiting a DBS check, the following safeguards must apply in all cases:

- No 1-1 working with students
- No working in isolated parts of the building where the activities with students cannot be overseen by a third party (it may be decided for example to insist that the door to the teaching room is kept open)
- A member of staff without a disclosure cannot accompany students on a residential visit or be the sole or prime member of staff in charge of an off-site activity

Stage 6: Induction

All staff who are new to Sir Simon Milton Westminster UTC are required to undertake induction training that will include the College's safeguarding policies and specific induction in Child Protection/ Safeguarding, Anti-Bullying practices and guidance on Safe Working Practices (see New Staff Induction Programme). Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s) including early lesson observations. When deemed necessary, the Appraisal system can also offer the opportunity to reflect on safe working practices.

Stage 7: Leaving Employment of the College

There is a statutory requirement for the provision of the Protection of Children Act and DBS scheme to be applied where employees work in the provision of care services to children and young people. Employees who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Local Children's Safeguarding Board, the LADO and DBS as appropriate.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review 19.06.2018 Did you make changes?

n/a	
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If YES please speak with The Headteachers as a full Equality Analysis may be required.

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Mike Finn – February 2018

Last reviewed – June 2018

Next review – June 2019