

Hillside Primary School

Safer Recruitment Policy



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1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUIT

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service check.

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s Safeguarding and Child Protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be scored against the 'essential' and 'desirable' person specification for the post.
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
 - the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. 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).
- 6.3 Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people, including against radicalisation and extremism.
- 6.4 Candidates will be scored on the quality of their responses and where appropriate, their performance in specific tasks.

6.5 Successful candidates will be chosen, based on the total score from their application and the interview process.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

8 INDUCTION

8.1 All staff who are new to the school will receive induction training (see Induction Policy) that will include the reading of specific policies, particularly the school's safeguarding policies and guidance on safe working practices. Staff will also receive Safeguarding training soon after their appointment.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9 MONITORING

9.1 The Headteacher, Lead Governor for Safeguarding and Child Protection Team, will ensure that this policy is adhered to as part of the general monitoring of Safeguarding procedures. The Headteacher will also undertake and sign the attached Recruitment Checklist (Appendix 1) for all new staff appointments.

Link Governor: Wendy Griffiths

Headteacher: Simon Minter

Date: May 2018

Review date: May 2019

Appendix 1

Safer Recruitment Checklist

Post:

Step	Key points	Paragraph in G108f	Tick as appropriate
Identifying a vacancy		2.1 – 3.9	
1	Ensure you are up to date with P108 Recruitment and Selection policy on Schools' PeopleNet		
2	Reassess the post using the job description and person specification – is it still required? Does it need to be changed? If a support staff job does it needs to be re-graded.	3.2 (Re-grading)	
3	Plan the recruitment exercise – Who should be involved? At least one individual must have undertaken safer recruitment training.	2.6	
Recruitment advertising		4.1 – 4.5	
4	The advert, job description and person specification must contain all necessary information including the schools' commitment to safeguarding and promoting the welfare of children. It should also make clear the need for an enhanced DBS check with barred list check (child) and a Childcare (Disqualification) Regulations check where applicable.	See P112 DBS checks – policy for schools	
5	Adverts should be sent to the HR Shared Service Resourcing Team for publication using the Instruction to advertise form (F108h)		
6	Ensure the candidate information pack contains all the required information about the school, role, recruitment timetable, safeguarding statement and application form.		
Applications		6.1 – 6.8	
7	Applicants should use application forms rather than CV's. When completing your instruction to advertise form please inform the Resourcing team if you would like an application form link added to your job vacancy or if you need a blank application form to add to your website.		
Shortlisting		7 - 10	
8	Candidates should be shortlisted systematically against the person specification for the job. A shortlisting record should be kept and any gaps in information noted.		
9	If an applicant with a disability meets all of the essential criteria, they should be interviewed. Reasonable adjustments should also be made throughout the recruitment process.		
Short listing summary template (F108j) is available on Schools' PeopleNet			

References		11.1 – 11.8	
10	<p>Two satisfactory references should be sought directly from the referee, prior to interview and must be in writing. One of these references should be from their most recent employer. If a candidate for a teaching post is not currently employed as a teacher it is also advisable to check with their last educational establishment to confirm details of their employment and reasons for leaving.</p> <p>For safeguarding purposes, every reference request should ask certain questions regarding an applicant's suitability to work with children and young people.</p>	11.4	
11	Once received references should be checked to ensure they answer the specific questions asked to a satisfactory level.		
Reference request cover letter template (L108a) and reference request pro-forma template (F108i) are available on Schools' PeopleNet			
Interviewing		13 - 15	
12	Interview questions should focus on the key areas of the job description and person specification and address any gaps in information. At least one member of the interview panel should be trained as mentioned in step 3.		
13	Safer recruitment questions should be included at interview.		
14	Ensure a written record of the interview is kept and candidates answers are probed where needed to gain the necessary information		
15	When candidates arrive for interview ensure all relevant documentation (as specified in your interview letter) is photocopied in support of their application process.		
A template invite to interview letter (L108) and an interview record form (F108d) are available on Schools' PeopleNet to invite candidates to interview			
Offer of appointment		16 – 17	
16	<p>Once a verbal offer of appointment has been made it must be followed up with a written offer letter. This letter should include the enclosures listed below.</p> <ul style="list-style-type: none"> - Pre employment health screening questionnaire (F624a) - Payment of salary (F101b) - Evidence of entitlement to work in the UK form (<i>if not already completed</i>) - Diversity declaration form (F305) - Emergency contact details form (F101c) - Starter checklist form-available from the HMRC website - Local Government Pension Scheme booklet including Form SR95 for support staff - Childcare (disqualification) regulations declaration form (<i>only include if the post is relevant to the regulations</i>) 	16.1	

17	Ensure that the verbal offer and offer letter makes it clear that the offer of appointment is conditional based on satisfactory pre employment checks (see step 21)	16.1	
18	Once an offer has been made and accepted the online DBS application form should be submitted. Any unsatisfactory checks, or discrepancies in the information provided, should be followed up		
19	Complete the appointment notification form (F108b/F108c) on Schools' PeopleNet and send to HR (using the contact information on the appointment notification form), along with any enclosures required by HR, as listed on F108b/F108c.		
20	Ensure that all pre-employment checks have been completed and returned prior to the employee starting employment. If they have not been received certain safeguards must be followed before the employee can start (para 16.4)	16.1 and 16.4	
21	Complete the school's single central record with the appropriate information (see Schools PeopleNet 'Safer staffing' section)		
22	Feedback to unsuccessful candidates as soon as possible		
Offer letter templates - support staff (L108b) and teaching staff (L108c) and a regret letter template (L108d) are available on Schools' PeopleNet.			
Induction		18	
23	Ensure the new employee is properly equipped to work well and clarity regarding child safeguarding arrangements is provided at the earliest opportunity. Supervision should also be comprehensive.		
C502 An Employee Induction checklist (C502) and G502a Induction of new employees - guidance for schools (G502a) are available on Schools' PeopleNet			
Record keeping		19-20	
24	Recruitment and selection information should be kept for 6 months for unsuccessful candidates and for the successful candidate(s) information should be kept on the school's employee file, together with a copy of the statement of particulars, confirming the terms and conditions of appointment, for the term of the employment plus 7 years.		
Further help and support			
25	Should you require any additional guidance at any stage of this recruitment and selection process please do not hesitate to contact HR Direct on 01603 222212 or email HRDirect@norfolk.gov.uk who will be happy to assist.		

Headteacher Signature:

Date: