

Safe Recruitment Policy (ISI 18a)	
This Policy covers EYFS	
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Associated Policies:	
Child Protection & Safeguarding Policy	

Reviewed by: Deputy Head
Bursar
Applicable to: SLT

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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To assist in its measures to safeguard and promote the welfare of its pupils and create a safe environment for them to learn, Feltonfleet adheres strictly to best practice in its recruitment and selection of staff. Checks will include the Prohibition from Teaching and Prohibition from Management lists. For all candidates who have taught in the European Economic Area, further checks will be carried out with the relevant EEA regulating authorities.

Scope of Policy

This policy applies to all who work at Feltonfleet who are likely to be perceived by the children as a safe and trustworthy adult. These are not only people who regularly come into contact with children or who are responsible for them but also people who regularly work here when the pupils are present. This includes people not on the payroll such as staff employed by contractors and unpaid volunteers, as well as all Governors of the School and all supply staff. They are also checked against the Barred List (formerly List 99).

Contractors

Children are not allowed in areas where contractors are working for health and safety reasons, so these workers should have no contact with children. However, we expect that contractors adopt and implement safe employment measures and these are confirmed if there is any possibility of contact. An example is catering staff where checks are made by their firm in accordance with safe recruitment.

Volunteers

Were a volunteer to regularly take a role with the children we would adopt the same procedures as for the employment of paid staff. In the more likely circumstance of a volunteer's role being one off, such as accompanying teachers and pupils on a day outing or helping at a school production, a barred list check is carried out and measures are provided so that the person is not left alone and unsupervised in charge of children.

Procedure to be followed for all appointments

At least one member of the interviewing team will have undertaken the Safer Recruitment on-line training. (See Child Protection & Safeguarding Policy)

1. Safeguarding statement to be included in all:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

2. Planning and advertising

- Clearly decide the mix of qualities and skills to be mentioned in the advertisement to avoid unsuitable applications.
- Plan the recruitment exercise, identifying responsibilities and appropriate time scale, to allow the selection process to be thorough and references obtained on shortlisted candidates before their interview.
- Draw up a candidate information pack which details the extent of the relationships and contact with children and the degree of responsibility for children that the person will have in the position to be filled.
- In an advertisement, in addition to the safeguarding statement also set out the need to undertake an Enhanced Disclosure via the DBS.

3. Application Form

- All posts require the completion of a common application form.
- **NB** A Curriculum Vitae will not be accepted in place of this form since it will only contain information the applicant wishes to present and may omit relevant details.
- Application form contains:
 - Full identifying details of the applicant including current and former names, date of birth, current address and National Insurance number.
 - For teaching post applications, the DfE reference number; whether they have QTS; whether they are registered with the GTC.
 - A statement of any academic and/or vocational qualifications that the applicant has obtained that are relevant to the position, with details of the awarding body and date of award.
 - A full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.
 - A declaration of any family or close relationship to existing employees or employers including governors.
 - Details of referees. The form makes it clear that references will not be accepted from relatives or people writing solely in the capacity of friends.

- A statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the advertised post and how they meet the person specification.
- The form includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and that therefore all convictions, cautions and bind-overs including those regarded as 'spent' must be declared. It also requires a signed statement that the person is not on Barred List, disqualified from work with children or subject to sanctions imposed by a regulatory body such as the GTC, and either has no convictions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential.]
- For roles that involve working with children 0-5 years or in wrap around care, breakfast club or after school child care up to the age of 8, or involved with managing such settings, the form requires a signed statement that to the best of their knowledge the applicant is not living in the same household as someone who has received a relevant caution, conviction or order. (Applicants will be advised of the disqualification criteria and the need to disclose. *Disqualification Under The Childcare Act 2006 – Feb 2016*))
- The form records that the successful candidate will be required to provide a DBS Disclosure at the appropriate level for the post; that the school will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview
- Also recorded is that if the applicant is working with children either on a paid or voluntary basis his or her current employer will be asked about disciplinary offences relating to children including any for which the penalty time is expired and whether the applicant has been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, the previous employer will be asked about these issues
- Finally the form sets out that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant is selected with possible referral to the police.

4. Job Description

This clearly states:

- The main duties and responsibilities of the post; and
- The individual's responsibility for promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with (the extent of that responsibility will vary according to the nature of the post)

5. Person Specification

This includes:

- The qualifications and experience and any other requirements needed to perform the role in relation to working with children and young people;
- Describes the competences and qualities that the successful candidate should be able to demonstrate;
- Explains how these requirements will be assessed during the selection process;

Example "In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- *Motivation to work with children and young people*
 - *Ability to form and maintain appropriate relationships and personal boundaries with children and young people*
 - *Emotional resilience in working with challenging behaviours and*
 - *Attitudes to use of authority and maintaining discipline"*
- Explain that if the applicant is short-listed any relevant issues arising from their references will be taken up at interview.

6. Candidate Information Pack

This includes a copy of:

- The application form and explanatory notes about its completion
- The job description
- The person specification
- Relevant information about the school including our Child Protection policy statement and safe recruitment policy
- Direction to the school website
- A statement of terms and conditions relating to the post

7. Scrutiny and short-listing

- All applications will be scrutinised to ensure they are fully and properly completed, that information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. Repeated changes in employment without any clear career or salary progression or a mid-career move to supply teaching or temporary work will be explored and verified.
- Any such anomalies are noted so that they can be taken up as part of consideration whether to short-list the applicant.
- All candidates are assessed against the criteria contained in the person specification without exception.

8. References

- Open references or testimonials “to whom it may concern” are not acceptable as a reference since they may be forged or the result of a compromise agreement and unlikely to include any adverse comments.
- One referee must be the applicant’s current employer and normally two referees should be sufficient.
- Requests for references follow common procedure and reference format to ensure relevant information obtained.
- Where an applicant who is not currently working with children has done so in the past, a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- Written reference is followed up by a telephone conversation with the current employer to verify.

9. Invitation to Interview

- In addition to the arrangements for interview, the invitation reminds candidates about how the interview will be conducted and the areas it will explore including suitability to work with children.
- The invitation also stresses that the identity of the successful candidate will be checked thoroughly and that an application for DBS disclosure will be required immediately the post is offered. Consequently candidates are instructed to bring with them documentary evidence of their identity and right to work in the UK i.e. a current driving licence or passport including a photograph or a full birth certificate plus a document such as a utility bill or financial statement that contains their current name and address.
- Candidates are also required to bring proof of educational and professional qualifications. These must be original or a certified copy or a letter of confirmation from the awarding body. If a candidate cannot produce original documents, written confirmation of their relevant qualifications must be obtained from the awarding body.
- A copy of the documents used to verify the successful candidate’s identity and qualifications is made and kept on their personnel file.

10. Interview Panel

- This has a minimum of two interviewers and for senior posts a larger panel. In the case of teaching posts the Headmistress observes and assesses the candidates, taking notes while the interviewers talk to the candidate.
- Members of the panel are senior members of staff and one member of the panel has undertaken and completed the Safer Recruitment Training
- Each candidate is asked the same set of questions agreed by the panel beforehand in relation to the criteria required. A candidate’s response to a question determines whether and how it is best followed up.

11. Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview will also explore:

- The candidate's attitude towards children and young people;
- Their suitability to support the school's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history and;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- The candidate's wish to declare anything in the light of the requirement for a DBS Disclosure;
- If, for any reason, references have not been obtained before the interview, the candidate's wish to declare or discuss in the light of the questions that have been put to their referees. **NB No appointment will be confirmed until all references have been obtained and scrutinised;**
- For teaching posts, in addition to the formal interview, a lesson will be observed and informal meetings arranged with members of staff. Feedback from these staff and pupils taught will be taken into account in reaching a decision.

12. Conditional Offer of Employment

NB Practice must follow the ISI Regulatory Requirements 2017 (part 4) and will include verification of the right to work in the UK, if applicable

An offer of appointment to the successful candidate is conditional upon:

- The receipt of at least two satisfactory references if these have not already been received
- A satisfactory DBS Disclosure
- Verification of the candidate's medical fitness
- (for teaching posts) Verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999)
- (for non-teaching posts) satisfactory completion of the probationary period
- All checks are documented and retained on the personnel file and followed up if there are any discrepancies or lack of satisfactory information provided.

NB where any serious concerns exist about an applicant's suitability to work with children as a result of these checks the matter is followed up with the police or DBS.

13. Barred List/PoCA/DBS Disclosures will be completed for overseas staff including Gap year tutors. In addition police checks will be undertaken and information sought from countries where individuals have worked or lived, including EEA checks where relevant.

14. Post Appointment: Induction

All staff and volunteers newly appointed will undergo a period of induction training, regardless of experience. Whilst its nature will vary according to the nature of the role and previous experience of the new member of staff, all members will receive common information about safeguarding and promoting the welfare of children, as well as KCSiE 2019 Part 1. All managers and those working directly with children will also receive KCSiE 2019 Annex A.

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and the local Surrey safeguarding links;
- Safe practice and the standards of conduct and behaviour expected of staff and pupils at Feltonfleet;
- How and with whom any concerns about these issues should be raised; and;
- Other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.

NB All staff receive annual child protection update training appropriate to their roles.

15. Monitoring

Our recruitment process and induction arrangements will be monitored to ensure future practice will be better informed. This is done by:

- Review of staff turnover and reasons for leaving;
- Exit interviews and;
- Attendance of new recruits at child protection training.

Summary of Safe Practice in Recruitment

- Ensure job description makes reference to the responsibility for safeguarding and promoting the welfare of children.
- Ensure that the person specification includes specific reference to suitability to work with children.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
- Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
- Hold a face-to-face interview that explores the candidate's suitability to work with children as well as their suitability for the post.
- Verify the successful applicant's identity.
- Verify that the successful applicant has any academic or vocational qualifications claimed.
- Check their previous employment history and experience.
- Verify that they have the health and physical capacity for the job.

- Conduct the mandatory check of Barred List and/or the Protection of Children Act (POCA) List and, where appropriate, an Enhanced Disclosure via the DBS.
- **NB Barred List or PoCA List only pick up convicted abusers or those who have come to the attention of the police or been listed. Many individuals who are unsuited to working with children will not have any previous convictions so will not appear on the list.**
- After selection to continue to maintain ways of working and appropriate practice to reduce allegations and allow anyone who is concerned about what seems poor or unsafe practice by colleagues to be listened to and taken seriously (see previous appendices).

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