

Safer Recruitment Policy

Policy Statement

This policy forms part of a wider whole school commitment to safeguarding children, young people and vulnerable adults in its care.

It sets out clear systems and processes for all who seek voluntary and/or in paid employment at or within President Kennedy School.

The policy is based on the guidance set out in DCSF document – Safeguarding Children and Safer Recruitment in Education (01 January 2007).

Scope

The measures described in this policy will be applied to all who are employed to work at Lynch Hill Enterprise Academy who are likely to have contact with, and be perceived by children as safe and trustworthy adults.

Incorporated within the scope of this policy are staff employed by contractors, supply staff, volunteers and the like who regularly work at LHEA. Whilst they may not have direct contact with children as a result of their role/job, but nevertheless may be considered safe and trustworthy due to their regular presence on the school site.

Personal Data - List 99 and Enhanced DBS Central Record

The School holds a central record incorporating all employed staff and others that have contact with children. The record is available to Leadership Group. The record details a range of checks as set out by the DfE. The record is maintained by the School Business Manager and/or delegate.

Contractors

LHEA will ensure that all contractor staff engaged in building or similar works are List 99 checked prior to commencement of works. Where only a List 99 check is in place and there is the possibility that contractor staff may come into contact with children they will be escorted by a member of PK staff. At no time will contractor staff have unsupervised access to children without an Enhanced DBS check in place.

Contractor staff will be issued with a daily pass clearly identifying them as contractor staff. The pass details will incorporate the individuals name, company name, date and time of entry.

Volunteers

All volunteers will be subject to LHEA's recruitment procedures. No volunteer will be permitted to work at the school without an enhanced DBS check being in place.

Where a parent/carer or other volunteer is engaged in a concert or similar event and they will not necessitate unsupervised access in charge of children only a List 99 check will be undertaken.

Where volunteers are recruited by another organisation that is engaged by the school, e.g. sports coaches from a local club, the school will obtain written confirmation from the organisation demonstrating that the person(s) have been appropriately checked. Where no such checks can be

evidenced the school will intervene until the organisation can demonstrate that volunteer has been checked in accordance with DCSF guidelines.

Supply Agency Staff

No Supply Agency staff will be permitted to work at LHEA without written confirmation from the agency of the individuals CRB/DBS disclosure number and date of clearance.

Where supply staff attend LHEA for the first time the member of staff is to evidence their CRB/DBS disclosure number, date of clearance, photographic image combined with a copy of their teacher reference number to the school.

Spent or unspent disciplinary issues

Guests & Visiting Speakers

Guests, visiting speakers and the like will be subject to a List 99 check prior to their planned visit.

Governors

All Governors will be List 99 checked prior to taking up their post following which they will be subject to an Enhanced DBS check.

Staff

All appointments are subject to an initial List 99 check before a provisional offer is made. If clear, this is followed up by a DBS Enhanced check. Prior to taking up their appointment all staff will be subject to Enhanced DBS check.

Site Security

No unauthorised person will be permitted access to the school site. The school site is secure throughout the core operating hours. Access is gained via the main school reception.

At no time will a visitor be permitted access to a student(s) without having appropriate checks in place, List 99 and Enhanced DBS.

The school has CCTV in place so as to enhance surveillance in support of staff and student wellbeing/safety.

Dual Occupancy Staff

All staff based on the school site and employed by others, e.g. LA staff and external agencies, they will be Enhanced DBS checked.

Recruitment and Selection Process

Advertising:

All adverts will be carefully constructed to ensure they promote the safeguarding of students, young children and vulnerable adults.

Job Description and Person Specification:

All job descriptions (JD) and personnel specifications (PS) will be reviewed prior to advertising. The JD/PS will make reference to the schools commitment to the safeguarding of students.

The JD/PS will summarise the main duties and responsibilities of the post. It will include the individual's responsibility for promoting and safeguarding the welfare of children and young people whom he/she is responsible for, or come into contact with.

Application Form:

The school will use a standard application form to obtain a common set of core data from all applicants. The School will not accept curriculum vitae in place of an application form.

Information Pack to Candidates:

The information pack that will be sent out to candidates will include the following:

- Application form
- Job Description and Person Specification
- Information sheet about the School;
- Recruitment process;
- Child Protection Policy Statement

Short Listing:

All applications are scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification may be sought around anomalies or discrepancies and/or gaps in employment history identified by the scrutiny panel prior to short listing. The short listing panel will form the interview panel to ensure clarity and consistency. Applicants will be assessed equally against the criteria contained in the Person Specification without exception or variation. Applicants that have not been shortlisted will be informed in writing and invited to request feedback should they so wish.

References:

The school will always seek references prior to interview and before making a formal offer. Where possible to do so the school will seek references prior to short listing. The school will also contact the applicant's current or last employer.

The school will **NOT**:

- Accept references and/or testimonials provided by the candidate.
- Accept references from friends, relatives or neighbours.

Where a reference is considered to be vague, the referee will be contacted and asked to provide written answers or amplification as deemed appropriate.

Information given by the applicant's referee(s) will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview.

The school will consider all information regarding previous convictions, disciplinary action and/or allegations on a case by case basis and in accordance the school's HR support and guidance.

Student Voice:

The school will involve students in the recruitment and selection process. Student involvement is considered good practice and may take the form of an interview or similar activity.

Invitation to Interview:

The invitation to interview will clearly indicate the following:

- Purpose
- Date
- Time

- Venue (Including directions)
- Outline programme

All candidate ID's will be checked thoroughly on entry to the school site. To satisfy the schools ID checking process candidates will be required to provide a current photographic image of themselves, e.g. driving license or passport.

All candidates will be required to evidence documents confirming their educational and/or professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

Copies of the documents used to verify the successful candidate's identity and qualifications will form the basis of the individual's personnel file.

Interview Panel:

The school will seek to have a minimum of three interviewers one of whom will be the 'safeguarding' representative.

Where the interview is for a teaching post the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel. Where the interview is for a support staff post a member of the Support Staff Leadership Group will form part of the selection panel.

All interviews will be clearly structured and include pre agreed questions. The interview panel will be required to record candidate answers. The recorded answers will form part of the successful candidate's personal file. The panel will ask candidate's specific questions relating to the information provided on application. The panel will in all cases ask questions relating to the safeguarding of children, young people and vulnerable adults.

Scope of the Interview:

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel also assess and/or clarify the following:

Candidates understanding of safeguarding children, young people and vulnerable adults in line with the school's Child Protection Policy and DCSF Guidance;

Candidate's attitude toward children, young people and vulnerable adults;

Candidates ability to support and uphold the authority's/establishment's agenda for safeguarding and promoting the welfare/wellbeing of children;

Gaps in the candidate's employment history;

Concerns and/or discrepancies arising from the information provided by the candidate and/or a referee;

Candidate's declaration in light of the requirement for an enhanced CRB check.

Conditional Offer of Appointment – Pre Appointment Checks:

A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following:

Receipt of at least two satisfactory references as before described;

Verification of the candidate's identity (if not verified at the interview);

List 99 and, a satisfactory DBS Enhanced Disclosure check;

Verification of the candidate's medical fitness;

Verification of qualifications (if not verified at the interview);

Verification of professional status where required e.g. QTS status (unless exempt), NPQH;

Verification of successful completion of statutory induction period (Teaching Staff Only - Applies to staff that obtained QTS after 07 May 1999);

Satisfactory completion of the 6 month probationary period (Support Staff Only).

Notifying Candidates of the Outcome of Interviews:

All candidates are contacted as soon as reasonably practicable to advise of the outcome of the interview process. The contact will take the form of a telephone conversation between candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome. Those candidates that were not shortlisted will upon request receive feedback.

The successful candidate will receive written confirmation of the offer once satisfactory references have been received by the school. However, the offer at this stage will be subject to CRB Enhanced clearance and medical clearance. A formal written offer of appointment will **NOT** be made until these checks are processed and deemed satisfactory.

List 99/ PoCA list and DBS Checks on Overseas staff:

List 99, and where appropriate PoCA List and Enhanced DBS checks will be completed for staff from overseas. There may be exceptions, e.g. where the applicant has not previously lived in the UK. Notwithstanding this all the checks as previously described will always be completed.

In cases where an applicant has worked or been resident overseas in the previous 5 years, the school will obtain a check of the applicant's criminal record from the relevant authority in that country. Where possible to do so a certificate of good conduct will be obtained from the originating country's Embassy located in this country.

Post Appointment Induction:

In all cases newly appointed staff employed at the school will be subject to a probationary/induction period. Where the role is specific to Support Staff and the appointed person is new to the School they will be subject to a 6 month probationary period. Where the probationary period does not apply new staff will be subject to an induction process designed to meet the needs of the individual and the school. Where the role is specific to Teacher Staff the new employee will receive an induction commensurate with their role.

In all cases the probationary period/induction process will be initiated by the appropriate senior post holder. The process of induction will be cascaded down and the process monitored and reviewed at regular intervals.

The purpose of the induction process is to:

- Provide appropriate training and information commensurate with the role and the school's policies and procedures.
- Ensure staff are integrated and feel safe and valued
- Establish the conduct expected of staff within the school
- Provide a platform for new members of staff and/or volunteers to discuss any issues or concerns they may have regarding their role/responsibilities
- Enable the line manager/mentor to monitor and review the new person's ability, suitability and/or capability.
- Reinforce policies and procedures in relation to safeguarding and promoting the welfare/wellbeing of child, young people and vulnerable adults.

All induction programmes will include Child Protection training. New staff will have opportunity to evaluate their induction programme.

Post Appointment Procedures:

Allegations against staff:

- An allegation against a member of staff will be referred to the EH, Head of School or the School Business Manager. The issue will be dealt with in accordance with LHEA discipline policy.

Staff wishing to raise a concern and/or complain about a member of staff:

- The school will follow LHEA grievance policy procedures at all times.

Whistle blowing:

- The school's Whistleblowing policy outlines this procedure. This will be followed at all times should the need arise.

Disciplinary and/or Grievance procedures:

- The school adheres to LHEA procedures in respect of disciplinary and grievance procedures.

Role of Governors:

- Governors regularly review all school policies, including Safer Recruitment.

Positive disclosures

Where a positive disclosure is made at the time of application or checks reveal undisclosed issues on their record the EH will review the matter in conjunction with the Directors and the HR provider. The process to be followed is shown in appendix 2.

Where the person is deemed to be unsuitable for working with children the school has a duty to refer this matter to the Independent Safeguarding Authority.

Maintaining a Safeguarding Culture:

All staff at LHEAS are subject to a comprehensive induction programme commensurate with their role and responsibilities.

This is underpinned by:

- Code of Conduct;
- Induction and training;
- Regular briefing sessions pertaining to key/core issues;
- Regular refresher training;
- Mandatory training:
 - Safeguarding Children,
 - Bullying and Harassment
 - Equality and Diversity

Single Central Record

A single central record is maintained which indicates the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed.
- Checks of permission to work in the United Kingdom;
- List 99 checks;
- DBS Enhanced Disclosure;
- Further overseas criminal records checks where appropriate.

Where the governing body provides services or activities directly under the supervision or management of LHEA staff, the school's arrangements for staff appointments will apply.

Monitoring:

The recruitment and induction process will be monitored and reviewed at regular intervals to ensure best practice. This will include:

- Staff turnover and reasons for leaving;
- Exit interviews;
- Attendance of new recruits at child protection training and other training deemed essential by the school - employer.

Performance Management:

The school is committed to the right of all staff to have access to Performance Management. Performance Management will support the needs of staff and the school. It will enable staff to identify training and development needs commensurate with their role and responsibilities.

Human Resources – Support and Guidance:

Support and guidance is sort and provided through a team of HR Specialists from Education Personnel management staff as required.

Personnel Files:

All staff will have a personal file created following receipt of an application form. The file will be live and updated as required. The contents will remain in storage for up to 3 years following resignation, and 15 years following ill health retirement or dismissal and indefinitely if dismissed following a disciplinary investigation.

Review of Policy:

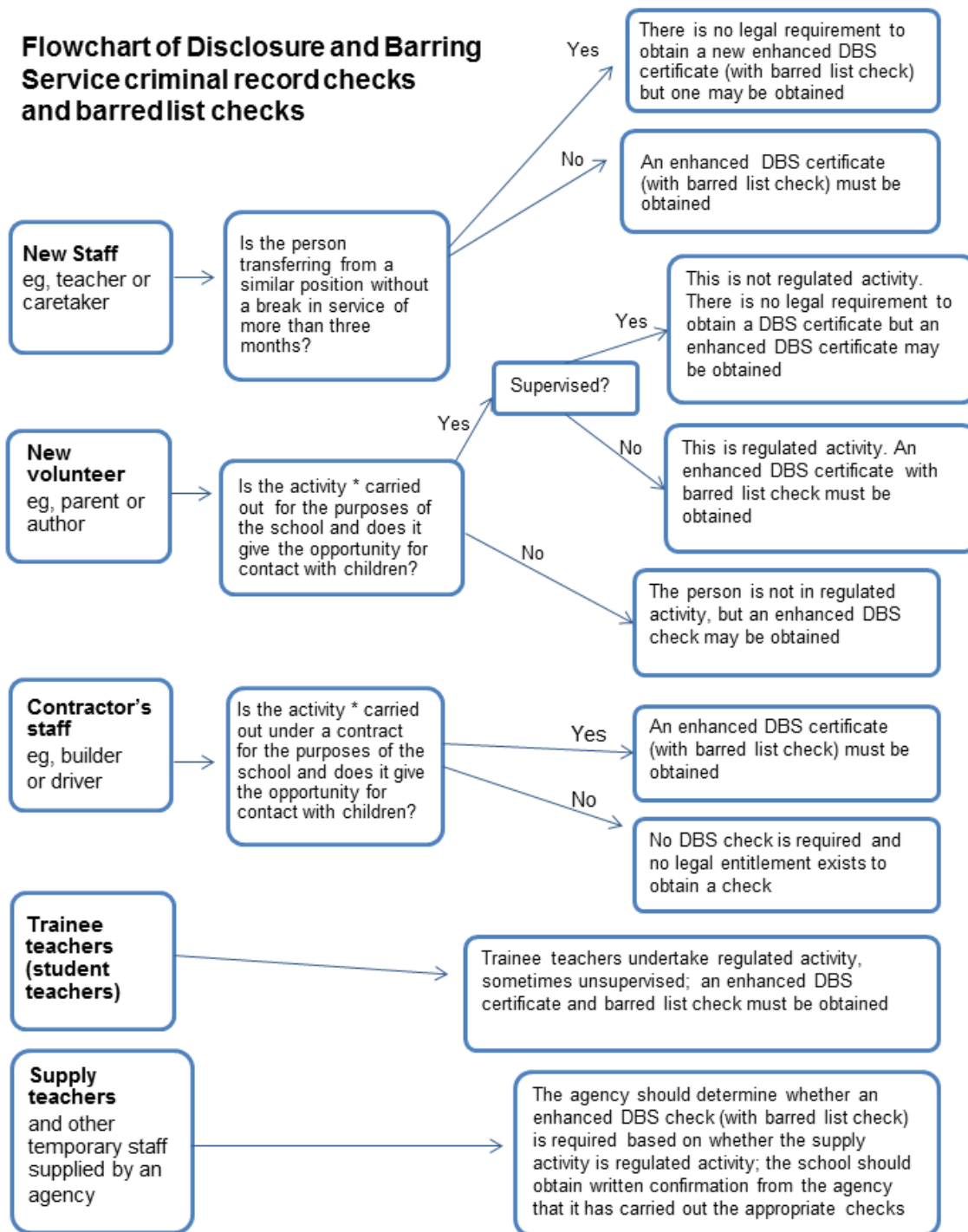
This policy will be reviewed annually by the School Governing Body.

Review date : June 2015

POLICY ON SAFE RECRUITMENT AND VETTING - APPENDICES

Appendix 1	Risk assessment sheet for consideration of commencement of employment prior to clearance received.
Appendix 2	Positive disclosures flow chart
Appendix 3	Positive disclosures - decision pro-forma

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

Appendix 1 : RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE

Name of prospective employee:		Name of Head Teacher:	
Proposed Post Title:		Date of Risk Assessment:	

RECORD OF FINDINGS – Should be completed in conjunction with the risk assessment key questions contain within the Policy on Safe Recruitment & Vetting

<u>Reasons for considering commencement of employment prior to receiving clearance:</u>	<u>Consequences, to service delivery, of waiting for clearance:</u>	<u>Level of access during “waiting period”:</u>
<u>Supervision arrangements during “waiting period” and any other control measures:</u>	<u>Pre-employment checklist:</u> Has the employee left employment? Y / N Medical clearance received? Y / N Asylum & Immigration check completed? Y / N	<u>Previous CRB clearance:</u> Is a previous disclosure available? Y / N Has it been seen by you? Y / N

Assessment of Risk following control measures:

Options:

HIGH	MEDIUM	LOW
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- 1) This prospective employee will not commence work prior to satisfactory clearances.
- 2) Following risk assessment, I have determined that the above named may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

Signed: _____ **Date:** _____ **Review Dates:** _____

APPENDIX 2

POSITIVE DISCLOSURES

(this must be read in conjunction with paragraphs 22-24 of the policy)

Positive disclosure received



EH to consider whether the offence(s) are sufficiently serious to cause concern by assessing

- the seriousness and nature of the offence(s)
- the nature of the appointment
- length of time since the offence(s) occurred
- number and pattern of offence(s)
- the applicant's age at the time of offence
- explanation of the circumstances (if already given)



NO ← Were the offence(s) declared at application stage → YES



EH to interview the applicant



At the interview:

- an appropriate Senior Manager should also be present
- the information should be verified prior to any judgements
- the disclosure should be discussed with the applicant, in particular:
 - the seriousness and nature of the offence(s)
 - the nature of the appointment
 - length of time since the offence(s) occurred
 - number and pattern of offence(s)
 - the applicant's age at the time of offence
 - explanation of the circumstances (if already given)
 - the concealment of offences at application (if applicable)



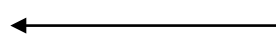
EH to assess whether the offence(s) are sufficiently serious to warrant an interview



YES



NO



Decision to employ signed off by the Head Teacher



No offer made. ← EH to undertake a risk assessment before making a decision. Decision to be formally recorded, using pro-forma → Job

Persons unsuitable for working with children referred to ISA.

EH to undertake a risk assessment before making a decision. Decision to be formally recorded, using pro-forma

DBS DISCLOSURES

The attached DBS Disclosure Form has been returned with a positive trace.

Disclosure No. :

Date obtained :

Name :

DOB :

Proposed position :

Status (employed, self employed, voluntary, etc.) :

Interview date:

Interviewed by:

Brief details of interview - focus upon applicant's response, and the judgements you made (see checklist in paragraph 24 of policy), rather than disclosing details of the offences

DBS DISCLOSURES

The attached DBS Disclosure Form has been returned with a positive trace.

Disclosure No. :

Date obtained :

Name :

DOB :

Proposed position :

Status (employed, self employed, voluntary, etc.) :

Interview date:

Interviewed by:

Brief details of interview - focus upon applicant's response, and the judgements you made (see checklist in paragraph 24 of policy), rather than disclosing details of the offences

