

18a SAFE RECRUITMENT POLICY

Policy Statement

Read School is committed to safeguarding and promoting the welfare of children and young people in the academy and expects all staff, including volunteers, to share this commitment. In order to meet this responsibility, a rigorous selection process is in place to discourage and screen out unsuitable applicants. The procedures detailed in this policy ensure that all statutory requirements associated with the appointment of staff are met.

Policy Purpose

The procedures in this policy take into account relevant legislation and guidance, including the statutory guidance, *'Keeping Children Safe in Education 2022'*. This also considers the *'Commission for Racial Employment's 'Code of practice on racial equality in employment'*.

These standards ensure that Read School promotes equality of opportunity and ensure that practices and systems are transparent, objective, thorough and consistent. When recruiting and selecting staff, the School will ensure those involved in the recruitment and selection process receive appropriate training.

The selection process should take account of issues relating to safeguarding children at every stage of the procedure and avoid an over-reliance on DBS checks as a means of 'sifting' out candidates unsuitable for working with children as only a small proportion of individuals actually have a criminal conviction.

Identification of Recruiters

In all scenarios regarding recruitment, at least one member of staff in the process will have successfully received accredited training in safe recruitment procedures.

Advertising of posts

All adverts and information given to prospective candidates contain a statement regarding the school's commitment to safeguarding children: 'Read School is committed to safeguarding children and young people'

Application for posts

The candidate information pack for applicants will include the following: details about the post and a job description, application form, essential information on the School, details of terms and conditions relating to the post, information about the recruitment process and how Read School safeguards against employing adults who might harm children, any relevant policies for equality and diversity and the School's recruitment and selection procedure policies

All applicants will fill in a standard application form that requires them to detail their qualifications and past experience. Applicants are expected to provide details of two referees.

All post holders are subject to a satisfactory enhanced DBS check and two reference checks

The Read School application form **MUST** be used for the recruitment of all staff. We do not accept CVs. All prospective applicants must complete an application form in full.

The application form is designed to ensure that the following minimum information is obtained from candidates prior to shortlisting:

- Full identifying details including current and former names, current address and contact details
- Academic and professional qualifications relevant to the post applied for, including awarding bodies and dates
- For teaching staff, their DfE number and evidence of QTS status
- Confirmation of whether applicant requires a work visa
- A chronological employment history since leaving education and explanation for any gaps. Start and end dates should be provided
- A declaration of any family or close relationship to existing employees or to Read School governors.
- Contact details for two referees, one being his/her current employer
- Statement of the knowledge, skills, experience and qualities the applicant is able to bring to the job and how they meet the person specification
- The applicant should confirm that they are not disqualified from working with children or subject to sanctions from any regulatory body
- The applicant should confirm that they have no convictions, cautions or bind-overs

Applications are expected to be supported by a covering letter.

Sorting of applications

A nominated group of staff (depending on the position to be filled) will sort through the applications and together draw up a short list of applicants to be interviewed. The Head is responsible for ensuring that all standards are met. At least one person in the group will have had specific safer recruitment training.

Applicants for posts will be assessed to determine whether they are undertaking regulated activity.

All applications will be scrutinised for consistency and completeness of information. Incomplete applications and CV will not be accepted.

As part of the shortlisting process and in line with KCSIE 2022 requirements, the School will carry out an online search (including social media) as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore with the applicant at interview.

References may be taken up before the selection stage so that any discrepancies can be probed during the interview and any gaps in information regarding a candidates' employment history will also be checked at interview.

Interviews

The interview procedure may vary depending on the appointment to be made but will usually involve a tour of the school, informal meetings with key people and a formal panel interview. At least one of the interviewers will have completed safer recruitment training.

Interviews will explore the candidates' awareness of safeguarding as well as their competence for the position applied for. Teaching staff can expect to teach an observed lesson and there may also be specific tasks set depending on the position applied for.

Pre-Appointment Checks

The Head must ensure that all offers are made conditional on completion of all checks and that new recruits do not commence work without the following checks having been satisfied.

The Head is trained in all aspects of safer recruitment and the Head's PA is responsible for all pre-appointment check. They will:

- Verify all qualifications and professional status (GTCE registration)
- Verify evidence of identity and address (birth certificate, driving licence, passport)
- Confirm that the applicant can legally take up employment in the UK
- Obtain medical questionnaire (should be sent out with offer letter)
- Satisfactory completion of induction period
- Obtain two references, one of them from the previous employer. References for short-listed candidates will be taken up, wherever possible, before interview. References will ask referees to make declarations about the suitability of the candidate to work with children.
- References not forthcoming will be chased as a matter of urgency.
- Where appropriate, obtain overseas criminal record check
- In addition, staff new to the School are subject to a probation period (length is dependent on role).

Post Employment Documentation

Applications and details of those candidates not appointed will be destroyed in line with relevant Read School policies on document retention. All other relevant recruitment documentation relating to the chosen candidate must be kept securely including application form, shortlisting forms, interview assessment notes and any selection tests.

Disclosure and Barring Service (DBS)

- All members of staff, teaching staff, Governors and non-teaching staff, who have substantial unsupervised access to either pupils or boarding accommodation, are subject to formal check through the Disclosure and Barring Service (DBS). Their appointment is subject to receipt of a satisfactory check. Where it is necessary for the smooth running of the School for a member of staff to take up their appointment prior to the completion of such a check, suitable arrangements for the supervision of that member of staff will be put in place. In any case staff will not be allowed to start work until the List 99 part of the DBS checking process has been satisfactorily received.
- The Chair of Governors is subject to a wider series of checks conducted by the Secretary of State for Education
- Candidates who come from the European Economic Area (EEA) will be subject to an EEA check to establish whether any sanctions have been imposed by another EEA professional regulating authority for teachers
- In the case of the employment of staff from countries outside the EEA, every effort will be made to check their background and this will, if possible, include a police check

No person will be employed or permitted to live or work on School premises if recruitment checks disclose that they have been convicted of any offence, including any spent offence, indicating that they may be unsuitable either to work, or to have regular contact, with children. No person will be employed if they appear on the Barred List.

- those offered a position will be expected to confirm their medical fitness by completing the school's medical questionnaire
- those appointed to a teaching position will be checked to ensure that they are not subject to a Prohibition Order issued by the Secretary of State for Education and they will also be expected to complete a Staff Disqualification Declaration Form. Through the DBS checking system a check will also occur regarding the prohibition of individuals who have been barred from taking part in the management of any independent school, per the Secretary of State for Education's directive (Section 28 checks).

A checklist of action taken to ensure the safer recruitment of staff will be attached to the files of all newly appointed staff. Responsibility for ensuring that these checks have been undertaken lies with the person making the appointment, usually the Head or the Bursar.

The School will take all reasonable steps to gain assurance that appropriate child protection checks and procedures apply to any staff employed by another organisation who work with Read pupils.

The School will inform the DBS of any person leaving the School whose services are no longer used because he or she is considered unsuitable to work with children.

Single Central Register (SCR)

A single central record of safeguarding checks for all staff working at Read School, either on a paid or voluntary basis is maintained by the Head's PA.

Ruth Ainley
September 2022

Review: September 2022