

SAFER RECRUITMENT POLICY

Policy area: 8 – Safeguarding
(including child protection)

Date established: October 2014

Date last revised: July 2016

Date of next revision: July 2017

This policy will be reviewed in full by the Head of College on a yearly basis, or more frequently if there are changes in policy. This policy was last reviewed and agreed by the Head of College in July 2016. It is due for review in July 2017.

Signed

David Shandley

Head of College

Date: 13/07/2016

Overview

Policy statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Newland College is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, Newland College expects all staff and volunteers to share this commitment.

Purpose

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

Newland College has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the College based on the applicant's abilities, qualifications, experience and merit as measured against the job description and person specification.

Newland College views 'suitable' candidates as those who pose no risk to students and are aligned to the College's mission and vision.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

Applicability

This policy is applicable to all Newland College staff involved in recruiting, and members of the public wishing to apply for a position at Newland College.

Statutory guidance

The Education Act, 2011

The Children Act 2004

Keeping Children Safe in Education (September 2016)

Working Together to Safeguard Children (March 2015)

Links to other Newland College policies and procedures: Safeguarding (including child protection), Safeguarding Handbook, Code of Professional Conduct, Teaching policy.

Access

This policy is available on the Newland College website and is available on request from the college office. We also inform parents and guardians about this policy when their children join Newland College, through our newsletters and our website.

The policy is provided to members of the public wishing to apply for a position at Newland College and to staff (including temporary staff and volunteers) at induction alongside our Code of Professional Conduct.

Failure to comply

Failure to follow this policy and its associated procedure when recruiting for roles at Newland College will result in intervention from Senior Leadership and HR.

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Safer recruitment policy

1 Roles and responsibilities

1.1 It is the responsibility of the Board to:

- a) Ensure the College has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements
- b) Monitor and review the effectiveness of this policy and its compliance with current legislation

1.2 It is the responsibility of the Head of College and Senior Leadership Team (SLT) involved in recruitment to:

- a) Ensure that structures are in place to operate safe recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at the College
 - b) Monitor contractors' and agencies' compliance with this policy – where applicable.
 - c) Promote welfare of children and young people at every stage of the recruitment procedure
- 1.3 The Board has delegated responsibility to the Head of College/SLT to lead in appointments. However, the Board will have input into SLT Team appointments.
- 1.4 Board members may be involved in staff appointments but the final decision will rest with the Head of College.

Safer recruitment procedure

1 Overview

- 1.1 All posts must have a selection panel of three people, including at least one member of the Senior Leadership Team (SLT) (all of whom have training in Safer Recruitment). Staff who have been training in Safer Recruitment are listed in [Appendix A](#). All members of the panel must be involved in:
- a) Approving the job description(s)
 - b) Approving the advertisement
 - c) Interviews (at least two members of the panel involved in each interview, one of whom must have had appropriate Safer Recruitment training)
 - d) Reviewing references
 - e) Final selection

2 Advertising

- 2.1 To ensure equality of opportunity, Newland College will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.
- 2.2 Any advertisement will make clear the College's commitment to safeguarding and promoting the welfare of children.
- 2.3 The lead recruiter must inform HR of any vacancy prior to advertising.

- 2.4 All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 1998.

3 Application forms

- 3.1 Newland College uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history – these gaps must be recorded). **CVs will not be accepted.**
- 3.2 The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 3.3 All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

4 Job descriptions

- 4.1 A job description is a key document in the recruitment process, and must be approved by the Head of College/SLT Member prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.
- 4.2 All job descriptions and person specifications state that safeguarding and promoting the welfare of children is the main priority of the role. The person specification informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

5 References

- 5.1 References for short listed applicants, including internal applicants, will be requested before interview so that any issues of concern can be raised and explored further with the referee and taken up with the candidate at interview. Where an applicant has indicated on their application form that they do not wish their current employer to be contacted, references will be taken up after interview and prior to any formal offer of employment being made.

- 5.2 At least two professional references must be provided, and open references are not acceptable. In the case of direct appointments, references will always be sought and obtained directly from the referee.
- 5.3 In the case of appointments made through recruitment agencies, applicants' references will be provided directly by the agency.
- 5.4 The purpose of references is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies within a reference will be followed up with phone or face-to-face contact with both referees to verify the reference. On receipt, references must be checked to ensure that all specific questions have been answered satisfactorily.

6 Interviews

- 6.1 Newland College always conducts a face-to-face interview wherever possible*, and the same panel will see all the applicants for the vacant position.
- 6.2 The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.
- 6.3 Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.
- 6.4 At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.
- 6.5 All applicants who are invited to an interview will be required to bring evidence of their identity (photo), address and qualifications. Only original documents will be accepted and photocopies will be taken, signed and dated. Documentation from unsuccessful applicants will be destroyed in accordance with the College's Data Protection Policy.

* This may not always be possible for some (international) candidates, and some form of video link will be used.

7 Offer of appointment and new employee process

- 7.1 The appointment of all new employees is subject to the receipt of a satisfactory Enhanced DBS Check with Barred List information (if applicable), references, medical fitness for the role, copies of qualifications and proof of identity and eligibility to live and work in the UK.
- 7.2 A staff record checklist will be used to track and audit paperwork. The checklist will be retained on personnel files. The HR Manager will review the file, sign it off when complete and a start date will be agreed. This will be communicated to the lead recruiter.

8 The Rehabilitation of Offenders Act 1974

- 8.1 The Rehabilitation of Offenders Act 1974 does not apply to positions that involve working with, or having access to students. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Newland College.

9 DBS (Disclosure and Barring Service) Certificate (formerly known as a CRB Disclosure)

- 9.1 All staff at Newland College require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.
- 9.2 It is the College's policy to re-check employees' DBS Certificates every three years, if they have not registered for the Update Service. In addition any employee who takes leave for more than three months (e.g. career break etc.) must be re-checked before they return to work.
- 9.3 Members of staff at the College are made aware by their line manager of their obligation to inform the HR Department of any cautions or convictions that arise between these checks taking place.

10 Portability of DBS Certificate checks

- 10.1 The DBS Code of Practice does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity, portability refers to the re-use of a DBS Certificate obtained for a

position in one organisation and later used for another position in another organisation. The College is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless the individual is registered with the DBS Update Service.

- 10.2 Newland College will accept a certificate carried out by another organisation 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.
- 10.3 In these cases, Newland College ensures that employment has been continuous via reference checks. In addition, the College will carry out a new enhanced DBS check within 3 months of an employee's start date.
- 10.4 For temporary supply staff, Newland College accepts an Enhanced DBS certificate completed by a recruitment agency, if the individual is recruited through the agency and there are no gaps in employment after the DBS was issued. The College obtains written confirmation from agencies that DBS checks are carried out on all supply staff.
- 10.5 When using the DBS update service Newland College will:
- Check that the employee's DBS certificate is for the same type of workforce (child/adult) and level (standard/enhanced) that is required for the post at the College
 - Check the identity of the person against the DBS certificate
 - Get the applicant's consent to carry out the status check.

11 Dealing with convictions

- 11.1 Custodial sentences of over 4 years, or a public protection sentence, including crimes against children are never spent.
- 11.2 Newland College operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:
- the nature, seriousness and relevance of the offence
 - how long ago the offence occurred
 - one-off or history of offences
 - changes in circumstances
 - decriminalisation and remorse.

- 11.3 A formal meeting will take place face-to-face to establish the facts with HR. A decision will be made following this meeting.

12 Proof of identity, right to work in the UK and verification of qualifications and/or professional status

- 12.1 All applicants invited to attend an interview at Newland College will be required to bring their proof of identity (photo ID and proof of address), proof of eligibility to work in UK, and most recent DBS certificate number/issue date (if applicable).
- 12.2 In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form – usually by presenting original certificates.
- 12.3 If a successful candidate accepts the offer of employment with Newland College, a prohibition from teaching check will be undertaken for everyone engaged in ‘teaching work’, not just those with a QTS, and recorded on the Single Central Record (SCR).

13 Medical fitness

- 13.1 Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.
- 13.2 All applicants are requested to complete a Health Self Declaration form and where appropriate a doctor’s medical report may be required.
- 13.3 In addition, applicants are asked on the application form and at interview if there are special arrangements that they might need in order to be able to carry out the work.

14 Overseas checks

- 14.1 Candidates who have resided overseas for a period of three months or more in the past five years are subject to additional checks. In addition, applicants who are working/have worked overseas will be required to provide criminal records clearance from where they have been residing.
- 14.2 It is Newland College’s policy to require a check from the country most recently worked in. This is made clear to candidates during interview and in

the offer of employment letter. In addition, the recruitment panel will make a judgement on whether or not further checks will be required. Newland College will take advice on checks from <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

- 14.3 For teachers employed from the European Economic Area (EEA), checks will be made by Newland College using the NCTL's Teacher Services system, which provides restriction information.

15 Induction programme

- 15.1 All new employees will be given an induction programme which will clearly identify College policies and procedures, including the Safeguarding (incorporating Child Protection) Policy and the Code of Professional Conduct which makes clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.
- 15.2 All staff are expected to complete an induction checklist during the first few weeks of induction.

16 Single Central Record (SCR)

- 16.1 In addition to the various staff records kept in College and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with DfE requirements. This is kept up to date and retained by HR. The Single Central Record (SCR) contains details of the following:
- All staff who are employed to work at the College;
 - All staff who are employed as supply staff to the College whether employed directly or through an agency;
 - All others who have been chosen by the College to work in regular contact with children. This will cover volunteers, the Proprietor Body, and people brought into the College to provide additional teaching or instruction for pupils but who are not staff members e.g. language tutors etc.

17 Record retention/Data Protection

- 17.1 Newland College will retain all interview notes on all applicants for a period of 6 months, after which time the notes of the unsuccessful applicants will be securely destroyed (i.e. shredded). The retention period is in accordance

with the Data Protection Act 1998 and will also allow the College to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

- 17.2 All information retained on employees is kept centrally in a locked and secure cabinet.

18 On-going employment

- 18.1 Newland College recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The College will, therefore, provide on-going training and support for all staff, as identified through the appraisal system.

19 Leaving Newland College's employment

- 19.1 Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised.
- 19.2 In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e.: physical, sexual, emotional and neglect) SKOLA's Disciplinary Procedure will apply.
- 19.3 In cases where a teacher has been dismissed (or would have been dismissed had he/she not resigned), the College will inform the DfE, DBS, and the LADO of the circumstances under which the employee has left the College's employment and consider making a referral to the National College for Teaching and Leadership (NCTL) where a prohibition may be appropriate.

20 Monitoring and evaluation

- 20.1 The Head of College will be responsible for ensuring that this policy is followed within Newland College. This will be undertaken through a yearly review of this policy.

Appendix A

Named Newland College staff with Safer Recruitment (NSPCC) certificates, as at July 2016

Julian Parkin-Haig

David Shandley

Robert White