



Alexandra

School

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SAFER RECRUITMENT POLICY

<p>Approved Chair of the Governing Body</p> <p>Date: June 2018</p>	<p>Head Teacher</p> <p>Date: June 2018</p>
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SAFER RECRUITMENT POLICY

The Governing Body of Alexandra School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The school has a culture of safe recruitment and adopts recruitment procedures that help deter, reject or identify people who might abuse children.

1. INTRODUCTION

- 1.1 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality and Diversity policy.
- 1.2 We will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.3 We will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.
- 1.4 We will ensure compliance with the General Data Protection Regulations (GDPR).

2. STATUTORY REQUIREMENTS

- 2.1 There are some statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputy Headteachers and these requirements will be met.
- 2.2 The power to offer employment for all teaching posts below the level of Deputy Headteacher is delegated to the Headteacher. The Headteacher may delegate the power to offer employment for teaching assistant and lunchtime and extended school jobs to the Deputy or Assistant Head.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

3. ADVERTISING

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement. In these circumstances, the selection panel may decide that certain parts of the recruitment process may be omitted but all candidates will be subject to a formal interview, the satisfactory reference requirements and any other necessary checks.

4. INFORMATION FOR CANDIDATES

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the School. A person specification will also be provided.
- 4.2 An application form. CVs will not be accepted. The application form gives candidates a self-disclosure opportunity so that information can be discussed and considered before any DBS checks come back. This is also a method of deterring unsuitable candidates.
- 4.3 An Information pack containing:
 - A description of the School relevant to the vacant post.
 - Reference to the School's policy on Equality and Diversity.
 - Reference to the Child Protection/Safeguarding Policy.
 - School's safeguarding statement.
 - DBS and other pre-employment checks required.
 - A statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
 - The closing date for the receipt of applications.
 - An outline of the terms of employment including salary.
 - Reference to the School's policy on recruitment and selection.

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5. SHORT LISTING AND REFERENCE REQUESTS

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants based on the essential and desirable criteria for the post. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate, where possible before the interview so that any discrepancies can be probed during the selection stage. If possible, if a candidate for a post working with children is not currently working with children, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A written note will be kept of such exchanges.
- 5.4 Reference requests will ask the referee to confirm:
- The referee's relationship with the candidate.
 - Details of the applicant's current post and salary.
 - Performance history and conduct.
 - All disciplinary action which may include those where the penalty is "time expired" and relate to the safety and welfare of children.
 - Details of any substantiated allegations or concerns relating to the safety and welfare of children.
 - Whether the referee has any reservations as to the candidate's suitability to work with children. If so, the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
 - The Rehabilitation of Offenders Act 1974 does not apply to posts which involve working with, or have access to children, young people and/or vulnerable adults or their records. Therefore any convictions, cautions, bind-overs that would normally be considered "spent" must be declared when applying for this type of post.
- 5.5 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 5.5 If the field of applicants is felt to be weak the post may be re-advertised.

6. INTERVIEWS

- 6.1 The format, style and duration of the interviews are matters for the Headteacher to decide. The following will be adhered to:
- 6.1.1 Briefing:
All candidates will be given relevant information about the School to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2 The formal interview:
Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.
- 6.1.3 The selection task:
Most selection processes will involve the completion of a task aimed at obtaining evidence of how each candidate meets the requirements of the person specification.

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6.2 The recruitment documentation will be retained for six months from the date of interview. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

7. OFFER OF EMPLOYMENT

7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

8. PERSONNEL FILE AND SINGLE CENTRAL RECORD

8.1 Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the School including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- References – minimum of 2
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications. The Teacher Services' system should be used to verify any award of QTS and the completion of teacher induction or probation
- Certificate of Good Conduct (where applicable) for candidates who have lived or worked outside the UK
- EEA teacher sanction checks, if necessary
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Evidence of disqualification by association checks for those with access to Nursery and Reception-aged children or for those with access to children in the extended school clubs.
- Offer of employment letter and signed contract of employment
- Appendix A shows the pre-employment checks carried out.

8.2 The School will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

9. START OF EMPLOYMENT AND INDUCTION

9.1 The pre-employment checks listed in paragraph 8.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the barred list and teacher prohibition checks.

9.2 All new employees will be provided with an induction programme which will cover all relevant matters of School policy but in particular safeguarding and promoting the welfare of children.

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

Name:

Post:

1) References

1) Date received:

Date checked: By whom: Acceptable: Y / N

2) Date received:

Date checked:By whom: Acceptable: Y / N

2) DBS

Barred List: Part 1 completed:

Date of issue: Disclosure No.:

Portable DBS disclosure or transferred from another school within last 3m: Y / N

Disqualification declaration:

Prohibition or EEA teacher sanction check (teachers only):

Qualification check: QTS (teachers only):

3) Medical Clearance Date cleared:

4) Does employee have the right to work in the UK: Y / N Evidence:.....

NI number:

5) Employment:

Letter: EPM advised:

Contract: SIMS:

6) Induction:

Staff Code of Conduct: Staff tour:

Child Protection Policy: Fire procedures:

E-Safety: KCSiE Part 1:

Behaviour Policy:.....

I can confirm that all the above clearances are satisfactory.

Headteacher signature: Date signed:.....