



**SAFER RECRUITMENT POLICY
DAY SCHOOL AND SIXTH FORM**

November 2016

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Safer Recruitment Policy

1. Statement of intent

- 1.1 The Arts Educational Schools recognises that the recruitment and selection of the right people is vitally important to the continued success of the school. This policy is intended to provide a sound framework for the recruitment and selection of all staff and ensure that the recruitment process is free from bias and discrimination.
- 1.2 It is the responsibility of each Head of Department to ensure that this policy is carefully followed within their department. All Heads of Departments should make their members of staff aware of the obligation to familiarise themselves with and follow this policy.
- 1.3 For the purposes of this policy, anybody working in the school under a Contract of Employment, a Contract for Services, or in any other way (excluding supply staff and volunteers), is defined as staff. This includes teachers, peripatetic teachers, part-time staff, gap pupils, administrative staff, caretakers and other ancillary staff, staff appointed from overseas, and pupils paid to work in the school.

2 Principles

The Arts Educational Schools will:

- 2.1 Seek to appoint the best candidate for the job based on merit.
- 2.2 Treat all candidates fairly, equitably and efficiently, with respect and courtesy, while aiming to ensure that the candidate's experience is positive, irrespective of the outcome.
- 2.3 Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner, as well as in compliance with current employment legislation and the recommendations of the Department for Children, Schools and Families (DCSF) found in *Safeguarding Children and Safer Recruitment in Education* and the Code of Practice published by the Disclosure and Barring Services (DBS).
- 2.4 Encourage the recruitment of staff with disabilities and make reasonable adjustments to all stages of the recruitment process as required in order for a successful candidate with a disability to undertake the post.
- 2.5 Ensure that it meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- 2.6 Provide appropriate training, development and support to those involved in recruitment and selection activities in order to meet this core principle. It is the responsibility of the members of staff involved in the selection of staff to satisfy themselves that they are appropriately trained and can

comply with the requirements of this policy and procedure. If further training is required, the individual should contact Human Resources (HR), who will source and book an appropriate course.

- 2.7 Continuously develop its recruitment and selection practices to allow new ideas and approaches to be incorporated.
- 2.8 Ensure that its recruitment and selection process is cost effective.
- 2.9 Insist that if a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individual's application and subsequently avoid any involvement in the recruitment and selection decision-making process.

3 Scope

- 3.1 This policy covers all aspects of the recruitment and selection process and is applicable to all staff recruitment, except the recruitment of freelance or casual staff. In these cases, the details of the post must be publicised, selection must be on the basis of appropriate criteria and merit, and a record of the process and decision must be kept. Please refer to section 16, which contains additional arrangements for freelance or casual staff.
- 3.2 Appointments must normally be made in accordance with this policy and must, therefore, be subject to advertisement and interview. Requests to waive the requirement to advertise an appointment may be submitted to the Principal and HR Manager, and will only be authorised in exceptional circumstances.
- 3.3 Financial approval for the establishment of a new post must be obtained before recruitment commences. Departments should consult with the Principal to obtain the appropriate authorisation and with the Finance Director to ensure that sufficient funds are available to remunerate the post.

4 Recruitment and selection procedure

- 4.1 All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete applications will not be progressed through the selection process and a curriculum vitae (CV) will not be accepted in place of the completed application form.
- 4.2 Applicants will receive a job description and person specification for the role applied for. The applicant, if shortlisted, will then be invited to attend a formal interview, at which his/her relevant skills and experience will be discussed in more detail.

4.3 If an offer of employment is made following the formal interview, it will be conditional upon the following criteria:

- The agreement of a acceptable start date and the signing of a offer letter;
- The receipt of two references, one of which must be from the applicant's most recent employer, which the Arts Educational Schools considers satisfactory;
- Checks of previous employment history to ascertain satisfactory reasons for any gaps in employment history;
- The receipt of a satisfactory enhanced check from the Disclosure and Barring Service (DBS) or an international equivalent, if necessary;
- The receipt of a separate barred list check (List 99) if employment will commence before the DBS is available;
- Receipt of a teacher's reference number (TRN);
- Confirmation, via the Employer Access Online service, that the prospective employee is not subject to a prohibition order;
- Further confirmation, via the Employer Access Online service, that the prospective employee is not subject to restrictions imposed by all EEA authorities in addition to the normal teacher prohibition pre-appointment checks;
- Checks to confirm qualifications that are a legal requirement for the post, including teacher's status and medical fitness requirements where appropriate;
- Checks to confirm the person's right to work in the UK; and
- Checks to confirm the person's identity.

If the above conditions are satisfied and the offer is accepted, the applicant will be issued with a Contract of Employment as confirmation of employment.

All appointments are subject to a two-term probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Arts Educational Schools, is one month.

The Arts Educational Schools reserves the right to extend this probationary period should it deem it necessary.

5 Job description and person specification

5.1 Job description

5.1.1 A job description is a key document in the recruitment process, and it must be finalised prior to taking any other steps in the process. It should clearly and accurately set out the duties and responsibilities of the job and must include:

- The job title (which must be sex and age neutral);
- The location of the job, i.e. department;
- The post to whom the post holder is responsible;
- Any posts reporting to the post holder;

- The main purpose of the job;
- The main duties of the job;
- Any special working conditions, e.g. unsocial or shift working patterns; and
- Reference to the responsibility for safeguarding and promoting the welfare of children.

5.1.2 Items that should be included in job descriptions are:

- A note that indicates that, as duties and responsibilities change, the job description will be reviewed and amended in consultation with the post holder;
- An indication that the post holder will carry out any other duties that fall within the scope, spirit and purpose of the job as requested by the line manager or Head of Department;
- The school's Code of Conduct;
- A statement that the post holder will actively follow the Arts Educational Schools' policies, including the Equal Opportunities policy; and
- An indication that the post holder will maintain awareness of and observe Fire and Health and Safety regulations.

5.1.3 The language in job descriptions should:

- Avoid jargon;
- Be readily understandable to potential applicants for the post; and
- Avoid ambiguity and be clear about the post holder's responsibilities, accountability for resources, staff, etc.

5.2 Person specification

5.2.1 The person specification should state both the essential and desirable criteria in terms of skills, aptitudes, knowledge and experience for the job, all of which should be directly related to the job and applied equally to all applicants. Care should be taken when writing the person specification to ensure that the criteria used do not indirectly discriminate against certain groups of applicants.

5.2.2 Essential criteria are those without which an appointee would be unable to adequately perform the job. Desirable criteria are those that may enable the candidate to perform better.

5.2.3 The type of experience required of applicants should be specified, but stipulating the length of experience must be avoided unless it can be objectively justified because the quality of experience is more important than its length and the Equality Act makes such a stipulation unlawful unless it is objectively justified. It is also important to remember that experience is sometimes transferable from one area of work to another, in which case specifying skills is likely to be more effective than specifying a narrow definition of experience.

5.2.4 The required abilities should be expressed in terms of the standards required, not just in terms of the tasks to be undertaken. For example,

avoid statements such as ‘Ability to write reports’; instead, indicate the expected standard, such as ‘Ability to write detailed financial reports that encompass departmental budgeting, annual variances and forecasting’.

- 5.2.5 Specific reference must be made to the applicant/post holder’s suitability to work with children.

6 Advertising

- 6.1** As a minimum, all positions will normally be advertised within the schools. This will help to maximise equality of opportunity and provide staff with opportunities for career development, thus maintaining the skills and expertise of existing staff.
- 6.2** All adverts, whether internal or external, must include the following statement:
- “The Arts Educational Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”
- 6.3** Where a member of staff has been in an acting position that subsequently becomes vacant, that staff member will have to apply for the position when it is advertised. In situations like this, the line manager can request that the position be advertised on an internal basis only.
- 6.4** In certain circumstances, it may be more effective to use a recruitment agency. This should be discussed and agreed with the HR Manager prior to the agency being approached. This does not eliminate the need for the position to be advertised internally.
- 6.5** In the situation where it is likely that the successful candidate will require a Tier 2 or Tier 5 Certificate of Sponsorship (CoS) to apply for permission to work in the UK, the post must be advertised in accordance with current UKBA requirements.
- 6.6** Applicants are asked to provide equal opportunities details when making their application to enable a robust means of monitoring the success of recruitment in relation to diversity aims. This information is separate from the job application and applicants are free to indicate that they do not want to provide these details.
- 6.7** All adverts must be placed through the HR Department, except where alternative arrangements have been agreed in advance.
- 6.8** All vacancies that are advertised externally will also be placed on the school’s website.
- 6.9** All advertising must be cost effective.

7 Selection of candidates

- 7.1** Shortlisting must be carried out by a minimum of two people to avoid any possibility of bias, and one of these people should be the candidate's prospective direct line manager.
- 7.2** Each member of the panel should record notes of the shortlisting decisions for each candidate. These notes should be returned to HR once the candidate has been selected.
- 7.3** All candidates should be assessed objectively against the selection criteria set out in the person specification, and only candidates who meet all the essential criteria should be shortlisted. Assumptions about the qualities and abilities of internal candidates should not be made.

8 Selection and interview

- 8.1** Interviews should normally be carried out by a minimum of two people. For the interview stage, one of these should be the HR Manager or a senior staff member who has attended and completed Safer Recruitment training and holds a current certificate. For practical assessments, it is not necessary for the HR Manager to be present.
- 8.2** Selection is a two-way process: candidates are assessing the role and the school and the panel are assessing the candidate. Those involved in recruitment should consider how best to convey a positive image.
- 8.3** It is recommended that a range of selection methods suitable for assessing both the essential and desirable criteria in the person specification are established, as this will enhance objective decision making, which is difficult to achieve through interview alone.
- 8.4** The interview panel should meet prior to the interviews to identify the types of questions, potential responses and marking criteria to be used.
- 8.5** The interview questions and structure should be consistently applied to all candidates and should be based on the person specification. An agreed safeguarding-related question should always be included in the interview.
- 8.6** Notes recording the salient points of the interview should be taken and used when assessing the candidates against the person specification and making decisions. All interview notes should be passed back to HR following the selection process and will be kept for a minimum of six months following the selection process.
- 8.7** In situations where there is more than one candidate who is suitable for appointment, but one or more of the candidates requires the school to sponsor them under the Tier 2 skilled worker category to obtain the right to work in the UK, in accordance with immigration rules, the panel should give preference to any of the candidates who have already gained a continuing right to work in the UK. The school will ensure it complies with

all current immigration rules by reviewing its recruitment processes and management guidance as and when changes occur.

- 8.8 Unsuccessful interview candidates should be dealt with courteously and sensitively and will, as a minimum, receive telephone or written notification of the outcome of the selection process.

9 Pre-employment checks

In accordance with the recommendations of the DCSF in *Safeguarding Children and Safer Recruitment in Education*, the Arts Educational Schools carries out a number of pre-employment checks in respect of prospective employees.

9.1 Verification of identity and address

On completion of the selection process, successful applicants will be required to provide the following evidence of identity, address and qualifications:

- Current driving licence or passport or full birth certificate;
- Two utility bills or one bank statement and one credit card statement or one utility bill and either a bank or credit card statement. These items must show the applicant's name and current home address;
- Documentation confirming their National Insurance Number (e.g. P45 or P60);
- Documents confirming any educational and professional qualifications referred to in their application form; and
- Confirmation of their TRN, where applicable.

Where an applicant has changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) and this has resulted in any of the forms of identification required above being in a former name, he/she will be required to provide documentary evidence of the change.

9.2 Medical fitness

Once an offer of employment has been made, the school will require all successful applicants to sign a medical fitness declaration.

9.3 Right to work in the UK

Under the *Asylum, Nationality and Immigration Act 2006* all organisations are required to ensure that all employees have the right to work in the UK. If an applicant is of non-EEC nationality, they are required to produce evidence that they have the right to work in the UK at the interview stage. The photocopied evidence is placed in their personnel file if they are appointed.

9.4 Verification of qualifications

Any essential qualification(s) as stated in the person specification must be evidenced. A copy of the original certificate is taken, placed on their personnel file and logged on the Single Central Record.

9.5 Verification of professional registration

If professional registration with a regulatory body was specified on the person specification, the applicant will be asked to produce evidence that they meet this requirement. This evidence, or a copy, is placed on the successful applicant's personnel file and logged on the Single Central Record. It is the responsibility of the person obtaining the evidence to contact the regulatory body to establish that the applicant:

- a) Is not prohibited from the profession;
- b) Has not failed an induction or probation; and
- c) Is not subject to any sanctions.

9.6 Declaration of suitability to work with children

All applicants will be required to sign a declaration confirming that they have not been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).

9.7 References

- 9.7.1 References will be taken up on shortlisted candidates prior to interview unless otherwise stated on the application form. Referees should not be contacted without the candidate's prior consent and interview panel members should treat the information provided as confidential.
- 9.7.2 All offers of employment will be subject to the receipt of two satisfactory written references. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.
- 9.7.3 References should always be sought and obtained directly from the referee. References or testimonials provided by the candidate, or open references and testimonials, i.e. 'To whom it may concern', should not be relied upon.
- 9.7.4 All referees will be asked whether they believe the applicant is suitable for the job that they have applied for and whether they have any reason to believe that the applicant is unsuitable to work with children.
- 9.7.5 All referees will be sent a copy of the job description and person specification for the role that the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:
 - The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
 - Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired); and

- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

9.7.6 If the appointment is urgent or a response to the reference request has not been received, one verbal/telephone reference for the successful candidate may be obtained; however, written notes of the conversation must be taken and forwarded on to HR as soon as is reasonably practicable. Where a verbal reference is taken, the second written reference must be received.

9.7.7 Neither referee should be a relative or someone known to the applicant solely as a friend.

10 Disclosure and Barring Service (DBS), Barred list check (List 99), prohibition orders and teacher restrictions imposed by the EEA.

10.1 Due to the nature of the work, the Arts Educational Schools applies for an enhanced check from the DBS in respect of all staff who accept an offer of employment. An enhanced DBS check is also undertaken for all Trustees.

10.2 The school no longer receives a copy of the DBS certificate; however, an email is received from the DBS umbrella company when a check is completed and a copy of the report is printed and used to populate the Single Central Record (SCR).

10.3 The Arts Educational Schools will always request an enhanced check and will only allow staff who have undergone such a check to have unsupervised contact with pupils.

10.4 Where a prospective employee provides details of a portable enhanced disclosure, the Arts Educational Schools will ensure that the original certificate matches the individual's identity and perform a separate barred list check (List 99). Where the portable check was performed at the standard level, the Arts Educational Schools will request an enhanced check.

10.5 Where agency staff are used, it is expected that those agencies will have cleared those staff with the enhanced DBS check following their own policy. Written proof of enhanced clearance will be required before the Arts Educational Schools will accept staff from any such organisation.

10.6 The Arts Educational Schools' policy is to observe the guidance issued by the DBS on the use of disclosure information.

10.7 Where the applicant is transferring from a similar position without a break in service of more than three months and is able to provide an enhanced DBS certificate for a check undertaken in the last three years, a barred list check (List 99) will be undertaken and a DBS application will be submitted.

- 10.8** Where the DBS check has not been received and the applicant is required to start working, a barred list check (List 99) will be undertaken and, subject to a satisfactory result being received, appropriate supervisory measures will be implemented to allow the individual to commence their employment, this will include a risk assessment which is reviewed fortnightly. The individual will be advised of the measures that will be used and the measures will be reviewed at least every two weeks.
- 10.9** KCSIE requires that schools check that anyone employed as a teacher is not subject to a prohibition order issued by the Secretary of State. This statutory check is completed by entering teacher identifier information at www.gov.uk/teacher-status-checks-information-for-employers. The check will be completed by the Head of HR or the HR Administrator and a record of it will be kept on the Single Central Record.
- 10.10** In addition KCSIE requires that schools check that anyone employed as a teacher is not subject to teaching restrictions imposed by the European Economic Area authorities. This statutory check is completed by accessing Employer Access online. The check will be completed by the Head of HR or the HR Administrator and a record of it will be kept on the Single Central Record.
- 10.11** In the case of overseas applicants where the DBS check is not sufficient because it does not include offences committed abroad, the school will, prior to the commencement of the employment, utilise available methods to obtain whatever evidence of checking is available from the individual's country of origin, or any other countries they may have lived in.
- 10.12** Where a teacher does not have QTS and is appointed to teach on or after 1st April 2012, the Arts Educational Schools uses the Employer Online Service to check that the employee is not subject to a prohibition order.

11 Making the appointment

- 11.1** In many cases, in order to enhance the school's ability to recruit the selected candidate, it is desirable to make a verbal offer very shortly after the selection process. In such cases, the Chair of the Selection Panel will normally make a verbal offer, which will then be followed by an offer letter.
- 11.2** Once a selection decision has been made, and on receipt of the Contract Details Form and a copy of the offer letter, HR will produce a Contract of Employment. Offers of employment are subject to the receipt of satisfactory references, medical clearance, checks for qualifications and prohibition orders, DBS checks and immigration checks.

12 Supply staff

- 12.1** The Arts Educational Schools will only use recruitment agencies that operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

- 12.2** The School Secretary or Administrator will conduct identity checks when the individual arrives at the school.

13 Board of Trustees

In accordance with the recommendations of the DCSF in *Safeguarding Children and Safer Recruitment in Education*, the Arts Educational Schools will make the following checks for its Trustees before or as soon as is practicable after their appointment:

- An enhanced DBS check;
- Checks to confirm the individual's identity and their right to work in the UK;
- Overseas checks, as detailed in 10.9 above, if required; and
- A prohibition from teaching check via the Employer Online Service.

Where a Trustee will be engaged in regulated activities, the Arts Educational Schools will carry out the following additional checks:

- Disqualification from childcare check; and
- Prohibition from leadership management check.

The Arts Educational Schools has a Designated Safeguarding Trustee (DST) who has received Safer Recruitment training.

14 Induction

Induction is the final stage of the recruitment process. Once the successful candidate has accepted the offer of employment and a start date has been agreed, the line manager/Head of Department, together with the HR Manager, will prepare an induction programme for the new employee.

15 Single Central Record

In accordance with (Department for Education) DfE requirements, the HR Department maintains a database record of all staff and volunteers working in the Day School, FE staff providing education who regularly care for, train, supervise or have sole charge of persons aged under 18, and all Trustees. In addition to name and home address, the record also contains the following information:

- Date that evidence of identity was seen;
- Date of birth and date that evidence of this was seen;
- Date that evidence of any qualifications required for the job was seen;
- Date that barred list check (List 99) was evidenced;
- DBS check disclosure number and date;
- Date that the prohibition from teaching check was undertaken;
- Date that the required evidence of the right to work in the UK was seen;

- Date of any required overseas criminal records check; and
- The identity of the person who carried out each of the above checks.

16 Procedures to be followed for those who fall outside the definition of staff, supply staff and Trustees

16.1 Volunteers

- 16.1.1 The school recognises that the arrangements for volunteers will vary depending on the activity that they are assisting with. Another member of staff will supervise volunteers at all times. The school will determine whether the individual is involved in a regulated activity and acknowledges that, where a volunteer is supervised, barred list checks (List 99) are usually not required.
- 16.1.2 Vetting checks are not required for volunteers at ‘one off’ events, such as day outings and school concerts.
- 16.1.3 For volunteers where it is determined that vetting is required, the following checks will be undertaken:
- Enhanced DBS check;
 - References;
 - Informal Interview; and
 - Contact with other schools in the community to ensure that they do not have any causes for concern.

16.2 Visiting professionals

- 16.2.1 Where visiting medical professionals, such as nurses, dentists and other public sector staff, have been checked by their employing organisation, it will not be necessary for the school to request a DBS check; however, the School Administrator or Secretary will check the identity of the individual when they arrive to ensure that access to children is limited to authorised individuals.
- 16.2.2 The Arts Educational Schools will apply the same rule to student teachers, as they will have been checked by their university. The School Administrator or Secretary will check the identity of the individual when they arrive to ensure that access to children is limited to authorised individuals.

16.3 Contractors’ staff

- 16.3.1 Where contract staff, such as builders or canteen staff, will be required to have access to areas where they may have unsupervised contact with children, it is the responsibility of the company to perform the checks. The Arts Educational Schools will liaise with the company to ensure that the contract states that the following checks on all staff will be completed by the company:
- Enhanced DBS check;
 - Overseas criminal record check (where required);
 - Right to work;

- Medical fitness;
- Qualifications; and
- Identity and references.

16.3.2 Before a new individual starts work, a representative of the Arts Educational Schools will contact the company to confirm that the checks have been performed. Once this confirmation has been received, they will contact reception to provide them with the individual's details.

16.3.3 The receptionist will check photographic identification from the individual when they arrive to ensure that access to children is limited to authorised individuals.

16.4

It is not necessary to carry out checks on the following personnel:

- Visitors to the Headteacher/other staff or those who will only have brief contact with children in the presence of a teacher;
- Visitors carrying out repairs or servicing equipment;
- Secondary school pupils on work experience or a similar activity;
- People present on site when pupils are not present;
- Students/pupils aged over 18 who are studying as pupils or students;
- Host families for exchange trips; and
- Individuals returning from maternity leave, sabbaticals or any similar period of authorised leave.

17 Retention of records

17.1 If an applicant is appointed, the Arts Educational Schools will retain any relevant information provided on their application form, together with any attachments, on their personnel file. If the applicant is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests that the school retains their details on file.

17.2 All documentation relating to applicants will be treated confidentially in accordance with the [Data Protection Act \(DPA\)](#). Applicants will have the right to access any documentation held on them in accordance with the DPA.

17.3 In line with the guidance issued by the Chartered Institute of Personnel Development, the Arts Educational Schools retains personnel files for a minimum of six years after the person has left the employment of the school.

Review of Safer Recruitment Policy

Policy written:	August 2010
Policy written by:	Carolyn Daniel
Date policy reviewed by Trustee:	November 2016
Name of reviewing Trustee:	Diana Maine
Next review date:	November 2017

Circulated to the Principal, Trustees, and teaching staff. This policy will also be made available to parents and pupils on the website and on request. A condensed version of this policy is found in pupils' planners.