



The Bath & Mendip Partnership Trust

HR: Staff Safer Recruitment and Selection Policy

REVIEW DUE: **SEPTEMBER 2021**

LAST REVIEW September 2018

APPLICABLE TO: All Trust Schools

REVIEWED BY: SD

APPROVED BY: Trust Board

The Bath and Mendip Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy is written in line with The DCSF's guidance "Working Together to Safeguarding Children (HM Government) 2015 [JLF1] and **Keeping children safe in education, Statutory guidance for schools and colleges, September 2018.**

The Trust is committed to ensuring that the recruitment and selection of all who work within the Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The Trust and schools within it, will uphold its obligations under law and to not discriminate against applicants for employment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation..

Roles and responsibilities

It is the responsibility of the Trust to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE, KCSIE guidance and legal requirements
- Monitor the school's compliance with them. [JLF2]

It is the responsibility of the Head teacher/Principal and any employees involved in recruitment to:

- Ensure they are familiar with Keeping Children Safe in Education – September 2018, in particular part three of this guidance
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors', volunteers' and agencies' compliance
- Promote welfare of children and young people at every stage of the Procedure

The governing body has delegated responsibility to the Head teacher to lead in all appointments outside of the leadership group. [The Head Teacher may ask a Deputy Head Teacher to lead in her absence. [JLF3]

School governors may be involved in staff appointments, but the final decision will rest with the Head teacher/Principal. The Head teacher/Principal may delegate the selection process of staff outside of the leadership group to other managers in the school, but remains responsible for the decision to appoint.

The Bath and Mendip Partnership Trust will ensure that staff undertaking recruitment and selection have appropriate skills and knowledge.

Decisions concerning the need to recruit staff are delegated to the Head teacher by the Governing Body. All decisions will be made with regard to curriculum needs and financial circumstances. Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy. If the vacancy is an additional post from the agreed staffing structure and annual budget, the Chair of Governors must be informed.

The Policy in relation to selection interview panels in this School is:

Head/Principal Appointment:	Panel of Governors/Trustees (identified at the time). Executive Head teacher and/or CEO.
Deputy Head teacher/ Vice Principal	As above, with the Head teacher/Principal
Teaching Vacancies	Delegated to the Headteacher/Principal (or their nominated representative) with at least one other Governor/member of staff.
Support Staff Vacancies	Delegated to the Head teacher/Principal (or their nominated representative) with at least one other Governor/member of staff.

The Bath and Mendip Partnership Trust Procedure:

Advertising

All adverts will include the statement:

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”

- All permanent vacancies arising will be advertised through a variety of sources and will include the website. Other media may also be used depending on the nature of the job.
- All posts will be advertised. The only exceptions may be where there is a potential redeployment or for short term/temporary appointments where there is an immediate requirement.
- Deputy Head teacher/Principal and Head teacher/Principal permanent vacancies will be advertised nationally, in accordance with the legal requirements.
- Permanent or temporary promotional opportunities available to staff in the School will be advertised to all relevant staff (by notice board and/or direct circulation) and applications/expressions of interest invited.
- Where the individual will be working in “Regulated Activity” reference will also be made to the fact that all successful applicants will be required to complete an Enhanced DBS disclosure and Barring Service check. Where employment agencies are used, written confirmation will be obtained from them that they have

carried out all the appropriate checks on staff supplied and that those are satisfactory.

Application packs

All posts will have a current description of the duties and responsibilities of the particular posts (job specification), and information outlining the selection criteria for the job (person specification) and the salary will be clearly stated.

All potential and actual applicants will receive the same information.

All application packs will contain:

- Letter from the Headteacher/Principal
- Letter from the CEO
- Advert
- Job Description and Person Specification
- Safeguarding statement
- Self-disclosure form
- Application form
- a reference pro-forma
- Guidelines on how to complete an application form
- Staff Privacy Notice
- Data Protection and Freedom of Information policy

These documents will be posted on the Trust's website and applicants will be directed to this site.^[JLF4]

Scrutinising applications and short-listing:

At least two people will be involved in the process of short-listing candidates. A short-listing grid will be completed for each candidate. If a large number of candidates apply this would be completed in the first instance by an administrator to indicate those who meet all the criteria.

The same criteria will be applied from the person specification to each applicant consistently.

Applications will be carefully scrutinised, discarding any forms not fully or properly completed, identify any gaps in the person's history or any discrepancies or inconsistencies. 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.

CV's will not be accepted. Applications can be down loaded from the school website and emailed to the school.

References:

Two written references for every short-listed candidate will be requested immediately after short listing. A series of questions are asked from the referee including reference to whether the candidate has any disciplinary warnings including time-expired warnings, relating to the safeguarding of children and young people and whether the applicant has been subject to any child protection concerns. The referee will also be asked to comment on the suitability of the candidate working with children.

One referee should be the current or most recent employer. If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.

Reference requests should enclose a copy of the job description and person specification.

If the references reveal any discrepancies or inconsistencies or any doubt or concerns about the person's suitability the issues should be followed up and explored with the referee.

Both references will be verified, asking Ofsted approved questions.

Qualifications

Copies of original qualifications will be taken on the interview day. The applicant must produce those qualifications which are essential within the person specification.

ID

ID will be taken and verified on the interview day, this will be used as part of the DBS online verifying process. ID should include photo ID (passport or photo card driving licence) that shows the candidate has the right to work in the UK and proof of address.

Only original document will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed six months after the recruitment programme. [JLF5]

Interviewing

At least one interviewer has undertaken safer recruitment training or refresher training as applicable.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

If a member of staff gives a tour of the school to groups of candidates. The member of staff may be asked to join the interview panel at the end of the interviews to give their opinion and feedback on candidates.

There should be at least 2 people interviewing so that one can listen and make notes while the other talks to the candidate.

[JLF6] Questions should be open and interviewers should be clear in the responses they are expecting. A grid of the questions and space for notes will be provided to each interviewer for each candidate.

If a group of children are involved in selection process the member of staff working with them will join the interview panel at the end of the interviews to give their opinion and feedback on candidates.

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 will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required, to explain satisfactorily any gaps in employment, to explain satisfactorily any anomalies or discrepancies in the information available to the selection panel and to declare any information that is likely to appear on a DBS disclosure.

The recruitment documentation will be retained under the Data Protection Act. Applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidate's will be securely destroyed.

Pre-appointment checks

The Trust will ensure pre-appointment checks are complete before the successful candidate commences employment or a risk assessment is completed. The Trust will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals)
- Obtain a certificate for an enhanced DBS check with barred list information for those engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work before an enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- A section 128 direction will also be checked for all Trust leaders, teachers, senior management and governors within schools. A section 128 prohibits a person from taking up a management position in an independent school.
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their work responsibilities
- Verify the candidate's right to work in the UK (if there is uncertainty about

whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)

- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK. [JLF7]
- Verify professional qualifications (original certificates), as required from the job description.
- Require the candidate to complete the school's Staff Suitability Declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school i.e. in a 'relevant childcare' role

All checks will be documented and retained on the personnel file and recorded on the school's Single Central Records.

DBS (Disclosure & Barring Service) - Wiltshire will act as the Umbrella Service for The Partnership Trust. (See DBS policy for further information)

Casual Staff, Volunteers (including play workers)

All casual staff and volunteers will be expected to meet with the Head/Deputy Head for an informal discussion. The individual will need to complete an application form, provide evidence of relevant qualifications, and obtain an enhanced DBS check with barred list information for those engaging in regulated activity. Two references will be requested and verified. Play workers should complete a safeguarding declaration each time they are employed. For those play workers who work on a regular basis (more than once a year) the relevant school may contribute to the DBS update service, for these individuals the update service will be checked instead of the completion of a safeguarding declaration. If the casual member of staff is also a permanent member of staff in a different role a safeguarding declaration is not required.

Staff involved with Commissioning Services.

For those staff who are involved in commissioning services on behalf of a LA a safeguarding declaration should be completed bi-annually.

Students

Placements and work experience can be arranged through the individual's college/university who will be responsible that the individual is suitable for a placement. The establishment will confirm all relevant checks have been completed in writing.

Offer of Employment

An offer of employment will be subject to the requirement for satisfactory references (if not already cleared) and other pre-employment checks. All conditional offers of employment will be confirmed in writing by the School. The letter will include:

- Statement of Particulars
- Person Specification

- Job Description
- Pensions Starter Pack
- Employee Assistance Programme Leaflet
- Child Care Voucher Leaflet
- Staff Declaration form (disqualification by association)
- Bank Details form
- Starter Checklist (formerly P46)
- Next of Kin/Car details
- ICT Policy
- Privacy Policy
- Keeping Children Safe in Education Part 1 and acknowledgement this has been read
- Guidance for Safer working link and acknowledgement request this has been read

Personnel file and Single Central Record

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 – verified
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment
- Job Description and Person Specification

Single Central Record

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, eg: specialist sports coach or artist. It is the responsibility of the school to maintain their own SCR. The Trust will also maintain their own Trust SCR, this will also have details regarding Governors, Trust leaders etc.

Start of Employment and Induction

The importance of a structured induction process for all new appointments is recognised to ensure that new recruits are effectively initiated into their jobs and integrated into the School. All staff who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'. Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

Regular meetings will be held during the first twelve months of employment between the new employee and the appropriate line manager.

Confidentiality

Confidentiality will be maintained in relation to the information obtained during the process and about the selection process itself.

Review: September 2018 (to be reviewed every 3 years)