Safer Recruitment Policy

1. Introduction
The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Bingley Grammar School. The aim is to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher 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.

2. Statutory Requirements
This policy adheres to the requirements of the ‘Keeping Children Safe in Education’ guidance (DfE September 2016) which states that governing bodies should prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised. All required DBS checks, barred list checks and prohibition checks together with references and interview information will be undertaken and all required pre-employment checks will be carried out for school staff, volunteers, Governors and Contractors as required under the legislation. (See Appendix A for a full list of checks carried out).

The School Staffing (England) Regulations 2009 require governing bodies to ensure that at least one person on any appointment panel has undertaken appropriate safer recruitment training.

3. Equal Opportunities
The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The governing body will promote equality in all aspects of school life, including the recruitment of staff.

4. Identification of Recruiters
Subject to the availability of training, the school will ensure that the Headteacher and at least one governor have successfully completed appropriate training in safer recruitment procedures. In line with the requirements, one person on any appointment
panel will have undertaken safer recruitment training. All interview panels will include one member of the Governing body.

5. Advertising and inviting applications

5.1 Advertisements for posts – whether in newspapers, journals or online – and application packs issued to prospective candidates will include the following statement: “Bingley Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All post-holders will be required to undertake an Enhanced DBS check.”

5.2 Prospective applicants will be supplied, as a minimum, with the following:
   - Job description and person specification
   - An application form.
   - A copy of the advertisement

Applicants will also be made aware of the relevant school policies, including the Child Protection & Safeguarding Policy.

5.3 Advertisements for teaching posts will normally be placed on the school website and in most cases also on a suitable national website.

5.4 Advertisements for support staff posts will normally be placed on the school website and in most cases also on an appropriate local or national website, or if required in a local newspaper, recruitment paper, or through local relevant noticeboards.

5.5 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governing Body.

5.6 For temporary posts, covered on a fixed term contract such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.

5.7 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

5.8 Advertisements for teaching posts will specify: the main subjects to be taught and/or the nature of any leadership allowance (if applicable); the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract. The closing date for applications will also be stated.

6. Applications

6.1 Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of
curriculum vitae are not acceptable in place of a completed application form and this will be stipulated in all job advertisements.

6.2 Applications received after the published closing date will not be normally considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay. Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by e-mail to avoid late arrival.

6.3 In order to comply with best practice recommendations under Equality legislation, anonymised versions of the application forms will be presented to the shortlisting panel. These will not include details of the applicants’ name, sex, date of birth or marital status.

7. Short Listing and References
7.1 Where a large number of applications are received, a long-list of the most suitable candidates may be selected. For the post of Headteacher, the Governors will convene a long-listing panel. For other Senior Leadership posts, Governors will form part of the panel along with the Headteacher. For all other posts, senior leaders will form the long-listing panel.

7.1.1 The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

7.1.2 In those cases, where a small number of applications are received, references may be requested for all applicants obviating the need for long listing.

7.1.3 For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. The school reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.

7.2 Short-listing will take place against the person specification for the post. Where possible, references will be sought for all short-listed applicants prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing.

7.3 References will be sought directly from the referee(s). Referees will be asked to complete the school reference request form which asks for confirmation about the applicant’s suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures. Applicants will be requested to select referees who have direct knowledge of their professional capabilities, one of which should be their current, or most recent employer. For teaching staff, one of
the references should be from the Headteacher of their current or most recent school, unless otherwise justified.

7.4 References or testimonials provided by the candidate will never be accepted.

7.5 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

7.6 Where necessary, previous employers who have not been named as referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

7.7 If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.

7.8 Referees will always be asked specific questions about:
   - the candidate’s suitability for working with children or young people;
   - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
   - the candidate’s suitability for the post.

7.9 School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Bingley Grammar School, for another colleague, will be forwarded to the Headteacher for consideration prior to issue and will be kept on a central file.

8. The Selection Process

8.1 Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a lesson which will be observed by a member of the School Leadership team or designated senior level member of staff. Certain posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews as part of the selection process. Appropriate tasks will be decided by the Interview panel and will be applied in a fair and consistent manner for all applicants.

8.2 In all circumstances, candidates who are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

8.3 Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

8.4 Candidates will always be required to:
   - explain satisfactorily any gaps in employment;
• explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
• declare any information that is likely to appear on a DBS disclosure;
• demonstrate their capacity to safeguard and protect the welfare of children and young people.

8.5 The selection/interview panel should be made up of members of the shortlisting panel. This panel should not normally include persons who were not involved in the shortlisting process.

9. Employment Checks
All successful applicants are required to:
• provide proof of identity (e.g. passport; driving licence photo card)
• complete a DBS disclosure application and receive satisfactory clearance;
• undertake a barred list check;
• undertake a check to confirm they are not subject to a prohibition order (teachers only)
• complete a confidential health questionnaire to verify the candidate’s mental and physical fitness to carry out their work responsibilities (where appropriate);
• provide actual certificates confirming professional qualifications;
• provide proof of address (e.g. recent utility bill, bank or credit card statement)
• provide proof of eligibility to live and work in the UK.

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

We will record all information on the checks carried out in school’s single central record (SCR). Copies of these checks, where appropriate, will be held in individuals’ personnel files. We follow requirements and best practice in retaining copies of these checks, as set out in Appendix A.

10. Confirming the Appointment
10.1 The final offer of employment will be subject to:
• a satisfactory enhanced DBS and barred list check;
• confirmation that the candidate does not live with a disqualified person if the member of staff is carrying out regulated activity (as defined in the Childcare Disqualification Regulations 2009 and Childcare Act 2006) and is expected to work with children under the age of 8;
• a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
• receipt of the completed health check questionnaire (where appropriate);
• receipt of final references from previous employers;
• a valid work permit for overseas candidates;
• confirmation of relevant qualifications and completion of training i.e. QTS, where appropriate.
- the candidate’s details being added to the school’s Single Central Record-SCR.

10.1.1 The school reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 9 have been falsified in any way.

11. Induction and training

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 be required to read the Safeguarding Code of Conduct (which lists the identified “named persons” and the school’s Child Protection & Safeguarding Policy within their first week of employment. Staff will also be required to read, and confirm that they have read Part 1 of ‘Keeping Children Safe in Education Guidance’.

11.1 Within their first month of employment, staff will also be required to complete training on:

   11.1.1 Channel general awareness
   11.1.2 Training on the PREVENT duty
   11.1.3 Training on awareness of child abuse and neglect-young people

11.2 Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.

12. Review and Monitoring

At the end of each selection process, those responsible should review the process and identify any actions that could improve processes for the future and ensure equality of opportunity has been observed. A note of the reason for rejection for each unsuccessful candidate must be made on the back of the application form.

The Recruitment ‘master file’ must be kept for at least 12 months and should contain key documentation which should include all interviewers’ notes.

13. Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

14. Trainee/student teachers

Where applicants for initial teacher training teacher are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.
15. Volunteers
We will:
- never leave an unchecked volunteer unsupervised.
- obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity.
- obtain an enhanced DBS checked without barred list information for all volunteers who are not in regulated activity, but who have an opportunity to come into contact with children on a regular basis, for example, supervised volunteers.
- carry out a risk assessment when deciding whether to seek an enhanced DBS checked for any volunteers not engaging in regulated activity.

16. Governors
All governors will have an enhanced DBS check without barred list information. They will have an enhanced DBS check with barred list information if carrying out regulated activity.

Originator: JES/DH
Partner Governor: DM
Ratified by Full Governors,
Date of review: May 2018
Next review: May 2020

Appendix A: Recruitment (Safeguarding) Checklist follows

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This document should be read in conjunction with the most recent government statutory guidance concerning safeguarding of children and young people entitled ‘Keeping Children Safe in Education’ dated 5 September 2016.

Part 3 of the guidance deals specifically with safer recruitment. It is vital that schools and colleges adopt recruitment procedures that help deter, reject or identify people who might abuse children. The guidance details the checks that are required for any individual in any capacity at, or visiting the school or college. In most cases, an enhanced DBS check with barred list information will be required because nearly everyone working in schools is in close proximity to children. On page 30 of the guidance, there is a useful flow chart which will assist in completion of the checklist.
Pre-appointment checks
The following checks are required to be carried out pre-appointment:

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<td>Verify a candidate’s identity from current or photographic ID.</td>
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<td>Verify proof of address</td>
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<td>Complete enhanced DBS check and barred list information</td>
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<td>Complete a separate barred list check if an individual will start to work in regulated activity before the DBS certificate is available.</td>
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<td>Check there is no prohibition order issued by the Education Secretary, using the Employer Access Online service.</td>
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<tr>
<td>Verify a candidate’s mental and physical fitness to carry out their work responsibilities. This includes asking relevant questions about disability and health permitted by section 60 of the Equality Act. (For appropriate staff only)</td>
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<td>Verify that the candidate has the right to work in the UK.</td>
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<td>Carry out any further appropriate checks for those who have lived or worked outside the UK (please refer to the Home Office guidance on ‘criminal record checks for overseas applicants’ and the DFE’s ‘guidance on the employment of overseas-trained teachers’).</td>
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<td>Verify stated professional qualifications.</td>
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<td>Verify employment history</td>
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<td>Seek references.</td>
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For management positions only:

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<td>Check that the individual is not subject to a section 128 direction made by the Education Secretary</td>
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Single central record
In addition to the above checklist, the single central record should be updated to show:

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<tr>
<td>All teaching and non-teaching staff (including supply staff and teacher trainees on salaried routes) who work at a school or all those providing education to children in colleges.</td>
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<td>All persons, including volunteers, who are in regular contact with children.</td>
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