

Al-Khair Primary School

Safer Recruitment Policy



Approved by: Headteacher

Date: 23rd September 2021

Last reviewed on: 23rd September 2021

S.Akram

Next review due by: 17th September 2022

Safer Recruitment Policy

The Al-Khair Foundation and staff of Al-Khair Primary School take the safety and safeguarding of all its pupils extremely seriously. In order to ensure that all the school's actions in relation to Safer Recruitment represent the best practice possible, the Governing Body/Trust and the school follow these principles:

- The Sandwell Local Authority Policy for Safeguarding will be adopted as the school policy
- The Sandwell LA Minimum Safer Recruitment Standards will be met or exceeded

Any advertisements for vacancies will stress the importance the school places on Safer Recruitment and that Enhanced DBS (Disclosure and Barring Service) checks and PO (Prohibition Order) checks will be carried out as part of every appointments process

- References will be taken up in advance of any interview wherever possible
- Any job offer will be contingent upon the receipt of two satisfactory references and the successful completion of the Enhanced DBS and PO checks
- The provenance of any reference received will be checked before it is accepted
- Any questions raised by application forms or references will be checked during interview
- EVERY recruitment panel will comprise at least two people, at least one of whom MUST have undertaken Safer Recruitment Training
- All adults undertaking regulated activities involving pupils WILL BE subject to Enhanced DBS and PO checks (See DfE Guidance on regulated and non-regulated activities)
- The list of staff and Governors who have completed Safer Recruitment training will be regularly reviewed and updated as part of the annual Trust/Governing Body check on Safeguarding. This is the responsibility of the Child Protection Governor and the Designated Senior Person for Safeguarding
- The details of all staff and volunteers will be kept on the Single Central Record which will be updated whenever necessary and checked and signed at least termly by the Headteacher
- Any reference requested by other agencies for current or ex staff members must be agreed by the Headteacher so safeguarding can be assured. The roles identified and the personnel responsible are named below:

Designated Senior Person for Safeguarding: **Saherah Khanum**

Deputy Designated Senior Person for Safeguarding: **Harim Iqbal**

Safer Recruitment Trained members of interview panel: **Mr Sajad Akram (Headteacher)**

This policy and the school's practice in relation to Safer Recruitment will be reviewed at least annually and whenever there is any updated guidance from the DfE, The Sandwell Safeguarding in Education Team or the Birmingham Children's Safeguarding Board

*This policy refers to the engagement of any person for the purpose of undertaking a role for which financial remuneration will be paid AND any role for which there will be no financial reward but which entails contact with pupils which could be defined as a "Regulated Activity" according to DfE guidelines. This policy has been developed to embed safer recruitment practises and procedures throughout the school and to support the creation of a safer culture by reinforcing the safeguarding and wellbeing of children and young people in our care. This policy complies with guidance outlined in "Keeping Children Safe in Education" and will be ratified by the Trust/Governing Body and

reviewed annually. This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents. This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the schools' community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- Attracting the best possible candidates/volunteers to vacancies
- Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- Identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people The Vale Federation of Schools is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices. As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
 - Behaved in a way that has harmed a child, or may have harmed a child or young person
 - Possibly committed a criminal offence against or related to a child or young persons
 - Behaved towards a child/children, young person/people in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children or young people As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

Roles and Responsibilities

The Trust/Governing Body of of Al-Khair Primary School will:

- Ensure the schools have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements
- Monitor the schools' compliance with them
- Ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years)

The Headteacher will:

- Ensure that the schools operate safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the schools
- Monitor any contractors and agencies compliance with this document
- Promote the safety and well-being of children and young people at every staff of this process Safer Recruitment Process

1 Job descriptions and person specifications: 1.1 The job summary forms the basis for the job advert and the selection criteria for the recruitment process 1.2 Personal values and behaviours are

particularly important in relation to safeguarding and must be clearly outlined in these documents

1.3 The job description must emphasise the requirements for compliance with policies and procedures and client confidentiality

2 Advertising 2.1 All advertisements for posts of regulated activity, whether in newspapers, bulletins or on-line, paid or unpaid, will include the following statement: The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff, workers and volunteers to share this commitment. The successful candidate will be subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check (DBS). Advertisements for posts should also make clear that staff will be expected to promote fundamental British values. 3 Inviting Applications 3.1 All applicants will receive the following when applying for a post:

- Job description and person specification

- An application form 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed. 3.4 Candidates submitting an application form completed on line will be asked to sign the form if called for an interview. 3.5 A curriculum vitae will not be accepted in place of a completed application form. 4 Shortlisting 4.1 Candidates will be short listed against the person specification for the post. 5 References 5.1 A minimum of two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague). 5.2 Permission must be sought from the applicant 5.3 References will be sought directly from the referee – copies of references, unsolicited references, 'to whom it may concern' references and/or testimonials provided by the candidate will not be accepted. 5.4 Where necessary referees will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview. 5.5 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges. 5.6 Referees will always be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values

5.7 Reference requests will include the following:

- Applicant's current post and salary
- Details of applicant's punctuality and reliability (attendance record may be requested after appointment if deemed necessary)
- Disciplinary record

5.8 References should be obtained for internal candidates in the same way as for external candidates

5.9 School employees are entitled to see and receive, if requested, copies of their employment references.

5.10 All appointments are subject to satisfactory references, vetting procedures and DBS clearance

6 Interviews

6.1 Candidates called to interview will receive:

- A phone call inviting them to the interview
- An email/letter confirming the interview and any other selection techniques
- Details of the interview day, including details of the panel members
- Further copy of the job description and person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity, evidence of qualifications (including proof of QTS for Teachers) and Right to Work in the UK

6.2 The Recruitment Panel will

- Include at least one member who will have successfully completed training in safer recruitment within the last 5 years
- Include people who are authorised to appoint staff
- Have met prior to interviewing and have discussed the questions and assessment criteria
- Be the same people interviewing every candidate

7 Interview Day and the Selection Process

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

7.3 Candidates will be required to:

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel e.g. references/identity/qualification evidence
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values
- Demonstrate the suitability to work with children and young people

7.4 Copies of documents will be taken, any issues noted and shared with the interview panel for clarification. Any lack of documents will be queried and panel agree whether to interview or not. Candidates will be required to sign a “privacy notice for job applicants” asking them to consent to their personal data being collected, used, stored, shared and disposed of when appropriate.

8 Evaluation and Feedback

8.1 Decisions will be properly recorded and notes made to provide a rationale for selection or rejection. Decisions will be based on the criteria for the role as set out by the person specification and will form the basis for candidate feedback, and identifying initial training and development needs.

8.2 A record will be made of the questions and answers from each candidate by each of the interview panel, which will then be signed and dated

8.3 Records of interview information for unsuccessful candidates will be kept from the date of the appointment of successful candidate plus 6 months (include name of interviewers with safer recruitment training)

8.4 Records of interview information and copies of other evidence for successful candidates will be placed in personnel file and kept until termination of employment plus 6 years (include the name of interviewers with safer recruitment training)

9 Pre-Employment Checks

9.1 Prior to commencing employment all successful candidates will be required to:

- Provide proof of identity
 - Complete an enhanced DBS application and receive satisfactory clearance
 - Provide proof of professional status
 - Provide actual certificates of qualifications
 - Complete a confidential health questionnaire
 - Provide proof of eligibility to live and work in the UK
- 9.2 Other checks that will be carried out are:
- QTS check for Teachers via Teacher Services
 - Prohibition Order check for all Teaching staff (Qualified and Unqualified) via Teacher Services
 - Disqualification by Association check (for those working with under-8's) – self declaration from successful candidate

9.3 The same checks must be made on overseas staff as for all other staff in schools. This includes seeking a DBS check along with proof to work in the United Kingdom, whether they are a British citizen or not. A DBS check for an employee who has lived outside the UK will not detail offences committed whilst abroad. If the employee has lived outside the UK for a period of more than 6 months within the last 5 years they will be required to provide a police check (Certificate of Good Conduct) from that country to cover that period. This also applies to UK nationals returning to the UK having worked abroad. Any new employee who has never lived in the UK should not make an application for a DBS check until they have arrived in the UK for the start of their employment.

Overseas trained teachers will need to provide a letter that NARIC has agreed equivalence of qualification with UK standards

9.4 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

9.5 Employment will commence subject to all checks and procedures being satisfactorily completed

10 Conditional Job Offer

10.1 All jobs offers will be made conditional, where any documentation/safeguarding checks are outstanding

11 Induction, Training & Development and Probation

11.1 All staff and volunteers who are new to the school will receive information on the schools' safeguarding policy and procedures including "Keeping children safe in education". Guidance on safe working practices which would include guidance on acceptable conduct/behaviour would also be given and these expectations will form part of new staff members' induction training.

- The schools' Safeguarding Policy
- The schools' Safer Recruitment Policy
- The schools' Whistleblowing Policy
- Copy of the School's Code of Conduct

11.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with the Headteacher
- Attend all relevant induction sessions
- Attend appropriate training including generalist child protection training

11.3 A six month probation period will be in place for all staff appointed to a Support staff contract. There will be two assessment meetings during this probationary time.

11.4 An induction signature sheet will be given to each new employee following their induction to confirm what documents and information has been provided at the induction session

11.5 All new employees will receive an email questionnaire following their induction to evaluate the recruitment process

12 HR Records & Single Central Record

12.1 All individual personnel files will contain confirmation of all references, application form, interview notes and pre-employment checks

12.2 All details obtained through identity and pre-employment checks for all new staff and volunteers will be recorded on the Single Central Record

13 Governors

13.1 New Governors will be provided with a copy of the schools Safer Recruitment policy

13.2 For a new governor who will have contact with children the HR Manager will ensure that an Enhanced DBS (including a barred list) is undertaken within 21 days of their appointment

13.3 For a new governor who will not have contact with children, the HR Manager will ensure that a DBS (without a barred list) check is undertaken within 21 days of their appointment