



# **Staffing and Safer Recruitment Policy**

### Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. OLIS is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, OLIS expects all staff and volunteers to share this commitment. OLIS takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils, OLIS is committed to a thorough and consistent Safer Recruitment Policy.

This policy complies with the following statutory guidance and legislation:

- Keeping Children Safe in Education DfE statutory guidance for schools and colleges March 2015
- Working Together to Safeguard Children March 2015
- Education Act 2002
- The Education (Health Standards) (England) Regulations 2003
- The School Staffing (England) Regulations 2009
- The Education (School Teachers' Appraisal) (England) Regulations 2012
- The Education (Independent School Standards) Regulations 2014

### Policy aims:

- To help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff
- To ensure that OLIS provide a system which encourages openness and transparency in order to safeguard children, young people and staff. OLIS encourages pupils, parents/carers, staff and Local Authority clients to raise any concerns with regard to any aspect of the service which could be improved upon
- OLIS has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at OLIS based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification

- The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation
- If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

### Roles and responsibilities

It is the responsibility of the Proprietor to:

- Ensure OLIS has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements.
- Monitor OLIS's compliance with them.
- Ensure that all staff involved in recruitment have Safer Recruitment training/

It is the responsibility of the Headteacher and the Proprietor involved in recruitment to:

- Ensure that OLIS operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at OLIS.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with OLIS Staffing Regulations, the Proprietor has delegated responsibility to the Headteacher to lead in all appointments.

### Recruitment and selection procedure

#### Advertising

To ensure equality of opportunity, OLIS will advertise all vacant posts to encourage as wide a field of applicant as possible, normally this entails an external advertisement.

The advert will consist of:

- Post title
- Hours
- Grade or scale
- Salary
- Permanent or fixed term
- The requirement for an enhanced DBS disclosure
- Advert text
- Closing date.

Any advertisement will make clear OLIS's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

### **Application Forms**

OLIS uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

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.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

### **Job Descriptions and Person Specifications**

A job description is a key document in the recruitment process and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. All person specifications will include:

- Education/training
- Experience
- Knowledge
- Skills and abilities

The person specification will also include a specific reference to suitability to work with children and the requirement for all successful applicants to undergo an enhanced DBS disclosure.

### References

References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference. OLIS does not accept open references, testimonials or references from relatives.

### Interviews

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NCSL Safer Recruitment Training). Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual

case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

All applicants who are invited to an interview will be required to bring evidence of their identity, address and qualifications. Only original documents will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following the end of the recruitment programme.

### **Offer of appointment and new employee process**

The appointment of all new employees is subject to the receipt of a satisfactory EDBS Certificate, references, medical checks, copies of qualification and proof of identity. A personal file checklist will be used to track and audit paperwork obtained in accordance with the NCSL Safer Recruitment Training. The checklist will be retained on personal files. The Human Resources Department will contact the Headteacher to confirm that all paperwork has been received and a start date can be agreed.

### **The Rehabilitation of Offenders Act 1974**

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at OLIS.

DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

All staff at OLIS require an enhanced DBS Certificate which must be obtained before the commencement of employment of any new employee.

It is OLIS's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return to work.

Members of staff at OLIS are aware of their obligation to inform the Proprietor or HR Department of any cautions or convictions that arise between these checks taking place.

### **Portability of DBS Certificates Checks**

The DBS code of Practice and OFSTED does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity, portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. OLIS is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

### **Dealing with convictions**

OLIS operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances;
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources Manager. A decision will be made following this meeting.

### **Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status**

All applicants invited to attend an interview at OLIS will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

### Overseas checks

All new employees where persons have lived outside the UK are subject to additional checks in accordance with Immigration, Asylum and Nationality Act 2006. OLIS, in accordance with the UK Border Agency Code of Practice, will sponsor all new foreign members of staff.

### Medical Fitness

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

### Induction Programme

All new employees will be given an induction programme which will clearly identify OLIS policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

### Centralised Register of Members of Staff

In addition to the various staff records kept in school and in individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained by the Headteacher. The Centralised Register will contain details of the following:

- All employees who are employed to work at OLIS which includes verification of identity and qualifications
- All employees who are employed as supply staff to OLIS whether employed directly or through an agency
- All others who have been chosen by OLIS to work in regular contact with children. This will cover volunteers, peripatetic staff and people brought into OLIS to provide additional teaching or instruction for pupils but who are not staff members eg: sports coaches etc.



### **Peripatetic staff, consultants, agency staff and mentors**

OLIS will carry out or have evidence of the same standard of checks for all staff working in the school even if they are not employed directly by the school. It is the Headteacher's responsibility to ensure that these checks are being carried out. All outside providers will be requested to provide evidence in writing and in advance of the provider starting work at the school and should be agreed as part of any contract between the company and provider. The company has the right to view the original copy of the Disclosure from the individual/agency if it contains additional information. Evidence of checks from external providers should be recorded on the Central Record.

The Headteacher should only use agencies who demonstrate robust recruitment and selection procedures ensuring that their employees are DBS cleared, have had a full face-to-face interview and all the appropriate pre-employment checks in line with this policy.

As with any external provider coming onto the school premises staff should verify their identity, the provider will be asked to show documents such as a passport or driver's license along with a company ID.

Potton Homes residential support workers may, on occasion, be required to provide support within the school. For clarity, as the recruitment process of such staff has been carried out under Potton Homes Safer Recruitment Policy it is unnecessary to carry out additional checks. Such staff will be added to the Centralised Register.

### **Contractors**

Ideally contractors should try and work outside of hours when children are not in the building; however if this is not practicable then the following guidelines should be consulted:

- **Building Contractors** - Children will not be allowed into areas where builders are working for Health and Safety reasons therefore there should be little opportunity for workers to be unsupervised with children; however all contractors should undergo an enhanced DBS Disclosure.

- **Emergency Call-Out Contractors** – A contractor called out in an emergency may not be a contractor that is checked and known to the school prior to the call-out. It is not necessary to obtain a DBS Disclosure for such staff, as they will only have contact with children on an ad hoc or irregular basis and will not be left unsupervised. Such staff must be monitored and escorted by a DBS cleared member of staff at all times.

### **Record Retention / Data Protection**

OLIS will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow OLIS to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept in a locked and secure cupboard in the school office.

### **Ongoing Employment**

OLIS recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. OLIS will therefore provide ongoing training and support for all staff, as identified through the Annual Review/Appraisal policy.

### **Leaving Employment at OLIS**

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e. physical, sexual and emotional and neglect) OLIS's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, OLIS will inform the DfES and the Children's Safeguarding Unit of the circumstances why the employee is leaving OLIS's employment.

## Staffing and Safer Recruitment Policy



### Monitoring and Evaluation

The Headteacher will be responsible for ensuring that this policy is monitored and evaluated throughout OLIS.

### To be read in conjunction with:

- Child Protection Policy
- Annual Review/Appraisal Policy

Proprietor signature.....*S. Potter*.....

Date 17/06/15