



## CYRIL JACKSON PRIMARY SCHOOL SAFER RECRUITMENT & SELECTION POLICY

### **Vision:**

Cyril Jackson is a safe and stimulating environment where children encounter challenging and creative learning experiences.

Each member of the school community is motivated to be a life-long learner.

We will equip everyone with the skills to achieve their full potential in a climate of mutual respect and personal responsibility.

### **Statement of Aims:**

To provide a supportive, stimulating environment in which each child is enabled and encouraged to attain the highest standard of achievement of which he or she is capable.

To ensure that the curriculum is broad and well balanced following all subjects in the National Curriculum.

To value each individual's contribution irrespective of race, gender, religion or ability.

To encourage children to be aware of their behaviour and how it affects other people.

To recognise that children have a variety of special needs and endeavour to provide appropriately for the needs of individuals.

To ensure that the curriculum reflects the richness of our multi-cultural society.

To foster and build on relationships with parents, governors and the wider community.

To provide a planned process of staff development.

## 1. Introduction

- 1.1 The Governing Body is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.
- 1.2 The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, [Keeping Children Safe in Education](#) and the school's Equality and Diversity policy.
- 1.3 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction.
- 1.4 We will comply with the requirements of [Keeping Children Safe in Education](#) Part 3 with regard to DBS and other pre-employment checks.

## 2. Delegation of Appointments and Constitution of Appointments Panels

- 2.1 The Governing Body delegates the power to offer employment for all posts below the level of [Assistant Head] [Deputy Head] to the Headteacher. The Headteacher may not delegate the offer of employment to any other senior manager or governor.
- 2.2 The Headteacher is expected to involve at least one Governor in the appointment of all staff where possible.
- 2.3 Selection panels will comprise a minimum of two people (normally three). In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training. In addition at least one member will have undertaken general recruitment or equalities training.

## 3. Advertising

- 3.1 All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of

redundancy, vacancies may be advertised internally before an external advertisement.

#### 4. Information for Applicants

All applicants for all vacant posts will be provided with:

- 4.1 A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification may also be provided.
- 4.2 An Application Form. CVs will not be accepted
- 4.3 An Information pack containing:
  - a description of the school relevant to the vacant post.
  - reference to the school's policy on Equality and Diversity.
  - reference to the Child Protection/Safeguarding Policy.
  - DBS and other pre-employment requirements.
  - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification.
  - the closing date for the receipt of applications.
  - outline of terms of employment including salary.

#### 5. Short Listing and Reference Requests

- 5.1 The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for interview.
- 5.2 The selection panel will take up at least two references on each short listed candidate. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.
- 5.3 Reference requests will ask the referee to confirm:
  - the referee's relationship with the candidate;
  - details of the applicant's current post and salary;
  - performance history and conduct;
  - any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;

- details of any substantiated allegations or concerns relating to the safety and welfare of children;
  - whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.
- 5.4 References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.
- 5.5 If the field of applicants is felt to be weak the post may be re-advertised.

## 6. Interviews

- 6.1 The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:
- 6.1.1 Briefing:  
All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.
- 6.1.2 The formal interview:  
Before the interviews the selection panel will agree on the interview format. 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 2010 will be asked. The selection process for every post, will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

- 6.2 The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## 7. Offer of Employment by the Selection Panel

- 7.1 The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## 8. Personnel file and Single Central Record

- 8.1 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 - minimum of 2
  - proof of identity
  - proof of right to work in the UK
  - proof of relevant academic qualifications
  - Certificate of Good Conduct (where applicable)
  - evidence of medical clearance from the Occupational Health service
  - evidence of DBS clearance, Barred List and Teacher Prohibition checks
  - offer of employment letter and signed contract of employment
- 8.2 The school will maintain a Single Central Record of employment checks in accordance with *Keeping Children Safe in Education* (DfE, April 2015) .

## 9. Start of Employment and Induction

- 9.1 The pre-employment checks listed in paragraph 7.1 above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

- 9.2 All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

## 10. Safer Recruitment

- 10.1 At Cyril Jackson, we aim to create and maintain a culture of safer recruitment and, as part of that, to use recruitment procedures that deter, reject or identify people who might abuse children.
- 10.2 New applicants for roles defined as 'regulated activity' (for a definition, see <http://tinyurl.com/l7afaey>) are required to provide an enhanced DBS (Disclosure and Barring Service) certificate including 'barred list' information. Applicants for positions which do not entail regulated activity are required to provide an enhanced DBS certificate. The credentials of all appointees to teaching positions are also checked under the terms of the Teachers' Disciplinary (England) Regulations Act 2012, including a 'prohibition order' check. The school cannot allow any person who is prohibited from teaching under the terms of this act to carry out regulated activity.

### 10.3 Pre-Appointment Checks

Before appointing a candidate, the school will:

- verify the candidate's identity;
- obtain a certificate for an enhanced DBS check which will include barred list information, at least for those who will be engaging in regulated activity;
- obtain a separate barred list check if the candidate will start work in regulated activity before the DBS certificate is available;
- for those with Qualified Teacher Status, undertake a 'prohibition order' check';
- verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role;
- verify the candidate's right to work in the UK;
- if the candidate has lived or worked outside the UK, make any further checks the school considers appropriate; and
- verify the candidate's professional qualifications, as appropriate.

### 10.4 References

- The school ensures that references are sought for all shortlisted candidates, including internal candidates, before interview, so that any issues of concern which they raise can be explored further with the referee, and taken up with the candidate at interview.
- References will be requested directly from the referee; open references ('To whom it may concern...') will not be accepted.
- References will be checked for consistency and completeness (for example, by comparing the reference to the candidate's application form). Referees will be contacted to provide further clarification if references are imprecise or vague.
- Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post.

### 10.5 Agency and Third-Party Staff

- Where appropriate, the school will obtain written notification from agencies or third-party organisations, stating that the agency has carried out the checks that the school would otherwise perform during an application procedure. Where the position requires a barred list check, this is to be obtained by the agency or third-party. The school will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### 10.6 Existing Staff

- If the school has concern about an existing staff member's suitability to work with children, we will undertake all relevant checks as if the person were a new member of staff. Likewise, if a staff member moves from a post that did not entail regulated activity into one which does entail regulated activity, the relevant checks for the regulated activity will be carried out.
- The school has a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm to, a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that individual has committed a listed relevant offence; and where that individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.
- Where a teacher's employer, including an agency, dismisses or ceases to use the services of a teacher because of serious misconduct, or might have dismissed them or ceased to use their services had they not left first, they must consider whether to refer the case to the Secretary of State, as required by sections 141D and 141E of the Education Act 2002.

## 10.7 Volunteers, contractors and governors

- Under no circumstances will a volunteer, contractor or governor in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity.
- All appointed governors will be enhanced DBS checked.
- The enhanced DBS checks (and checks against the barred list, the teacher prohibition list, and the EEA list) which the school makes on volunteers, contractors and governors are proportionate to the checks it makes on contracted members of staff, based on the work the volunteer, contractor or governor performs, and the question of whether this would or would not be regulated work if it were performed unsupervised by a contracted member of staff.
- Volunteers, contractors and governors who undertake what would be considered regulated activity if it were performed unsupervised by a contracted member of staff should be supervised under these conditions:
  - there must be supervision by a person who is in regulated activity;
  - the supervision must be regular and day to day; and
  - the supervision must be "reasonable in all the circumstances to ensure the protection of children".
- The DBS cannot provide barred list information on any individuals, including volunteers, who are not in regulated activity.

## 10.8 Single Central Record

- The school will keep a Single Central Record covering all staff (including supply staff, and teacher trainees on salaried routes) who work at the school.
- This will show whether the following checks have been carried out or certificates obtained, and the date on which each check was completed or certificate obtained:
  - an identity check;
  - a barred list check;
  - an enhanced DBS check/certificate;
  - a prohibition from teaching check;
  - further checks on people who have lived or worked outside the UK: this would include recording checks for EEA teacher sanctions and restrictions, etc;
  - a check of professional qualifications; and
  - a check to establish the person's right to work in the United Kingdom.
- For supply staff, the school will also record the receipt of written confirmation that the employment business supplying the member of supply staff has carried

out the relevant checks and obtained the appropriate certificates, whether any enhanced DBS check certificate has been provided in respect of the member of supply staff, and the date that confirmation was received.

- Where checks are carried out on volunteers, the school will record this on the single central record.

## 10.8 Visitors

- The school does not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example, children's relatives or other visitors attending a sports day). The Headteacher will use her professional judgement about the need to escort or supervise visitors.

## 10.9 Further Details

- For further details on all of this, see *Keeping Children Safe in Education* (DfE, September 2016).