



# **HYLAND HOUSE SCHOOL**

## **SAFER RECRUITING POLICY**

**Ratified by governors Sep 2023**

**Review date: Sep 2024**

**This Safer Recruitment policy forms an essential element of our safeguarding policy and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Safeguarding/Child Protection Policy, Complaints and Grievance Policy and Whistleblowing Policy.**

## **Introduction**

Safeguarding and promoting the welfare of children is an integral factor in our recruitment process and plays an essential part in creating a safe environment for children.

This document sets out the duties and responsibilities of all staff at Hyland House School in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at Hyland House School including those who may not have direct contact with children as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education 2021, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. The Independent Schools Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006.

Our school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to a thorough and consistent Safer Recruitment Policy.

The aims of the Safer Recruitment Policy is 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.

The School 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 the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

## **Safer Recruitment Training**

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with Safer Recruitment Training. At our school, the following people hold this certificate and therefore at least one will be involved in every recruitment process:

Gina Abbequaye (BUC Education Director)

Jacqui Crawford (HR)

Dr Pastor Emmanuel Osei (Chair of Governors)

## **Elements of Safer Recruitment**

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. Hyland House school uses our head office application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register Check (for teachers).

*The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references.*

## **RECRUITMENT AND SELECTION PROCEDURE**

### ***Advertising***

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

Any advertisement will make clear the School'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***

Hyland House School uses the South England Conference 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. A CV will not be accepted.

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. The person specification will include a specific reference to suitability to work with children.

### ***References***

References 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.

The School does not accept open references, testimonials or references from relatives.

### ***Interviews***

The selection process for people who will work at Hyland House School always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

Before appointment, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

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. Original documents only will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

## OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of a satisfactory DBS 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 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 Hyland house School.

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

All staff at Hyland House School require an enhanced DBS Certificate and therefore a DBS Certificate **must be** obtained before the commencement of employment of **any** new employee.

It is the School'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 Hyland House School are aware of their obligation to inform the Bursar or the HR Department of any cautions or convictions that arise between these checks taking place.

## **Conditional offer of Employment – pre-employment checks**

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children.
- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate; disapplication by association check list for EYFS staff
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online)

**(NB** In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

### **Post-Appointment: Induction**

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at Hyland House School;
- how and with whom any concerns about those issues should be raised; and

other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

### **The Single Central Record**

We keep a Single Central Record as described in DfE guidance. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure); disapplication by association check list for EYFS staff
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education' (DfES 2006) paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

### ***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

In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

### **Supply Staff**

- We require supply agencies to comply with 'Safer Recruitment' practices. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.
- In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

**Appendix 1      Recruitment and Selection Checklist**

<b>Role Advertised:</b>	
<b>Date Advertised:</b>	
<b>Name of Manager completing checklist:</b>	

<b>PRE-INTERVIEW:</b>	<b>Initials</b>	<b>Date</b>
<p><b>PLANNING</b></p> <p>Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.</p>		
<p><b>VACANCY ADVERTISED</b></p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p>		
<p><b>APPLICATIONS on receipt</b></p> <p>Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting</p>		
<p><b>SHORTLIST PREPARED</b></p>		
<p><b>REFERENCES – seeking</b></p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with children and vulnerable adults</p>		
<p><b>REFERENCES – on receipt</b></p> <p>Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee</p>		
<p><b>INVITATION TO INTERVIEW</b></p> <p>Includes all relevant information and instructions</p>		
<p><b>INTERVIEW ARRANGEMENTS</b></p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards</p>		
<p>Name of person on recruitment panel who holds Safer Recruitment certificate</p> <p>Names: Gina Abbequaye (BUC Education Director) and Jacqui Crawford (SEC Human Resources Manager)</p>		



INTERVIEW & POST-INTERVIEW:	Initials	Date
<p>SUITABILITY FOR THE POST</p> <p>Interview explores applicant's qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults</p>		
<p>IDENTITY</p> <ul style="list-style-type: none"> <li>Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure, disapplication by association check list for EYFS staff</li> </ul>		
<p>PREVIOUS EMPLOYMENT AND EXPERIENCE</p> <p>Interview explores applicant's previous employment and experience in order to verify claims on application form</p>		
<p>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</p> <p>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period</p>		
<p>REFERENCES (if not obtained and scrutinised previously).</p>		
<p>IDENTITY (if that could not be verified on the day of the interview)</p>		
<p>QUALIFICATIONS (if not verified on the day of interview)</p>		
<p>Permissions to work in UK, if appropriate</p>		
<p>Criminal check – satisfactory DBS certificate received</p>		
<p>DBS Barred list check – (for regulated activity)</p>		
<p>Prohibition Register – (for teachers)</p>		
<p>HEALTH – the candidate is physically and mentally fit, as required by the post</p>		
<p>QTS – (if required)</p>		
<p>INDUCTION – Child Protection training completed - basic awareness of H&amp;S, e-safety, staff code of conduct, etc.</p>		