

Staff Recruitment, Selection, Retention & Disclosure Policy

This policy has been written for...	All staff and students at West Heath School
Copies of this policy may be obtained from...	<ul style="list-style-type: none"> The School web site - http://www.westheathschool.com It is available as a hard copy on request from the school office Hard copies for reference are filed in the staff room
This policy links with the following policies	Safeguarding Policy
Participants and consultees in the formulation of this policy were...	The Principal, senior leadership team, student services committee and the trustees of the School. A representative group of parents were invited to make comments and suggestions.
Edition, Review frequency and dates	<p>This is edition 5, released November 2016</p> <p>This policy will be reviewed annually</p> <p>It is due for review in November 2017</p>
Relevant statutory guidance, circulars, legislation & other sources of information are...	<p>Statutory Guidance Keeping Children Safe in Education September 2016</p> <p>DfE in Safeguarding Children: Safer Recruitment & Selection in Education Settings</p> <p>Code of Practice by the Disclosure and Barring Service</p> <p>Rehabilitation of Offenders Act 1974</p> <p>Safeguarding Vulnerable Groups Act 2006</p>
The Lead Member of staff is	Principal / Head of Finance / HR Officer
Definitions and key terms used in this policy...	
The Rationale and Purpose of this policy	The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students at West Heath School. The school is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
Appendices	<ol style="list-style-type: none"> 1. Agency Staff 2. Contractors
Copying	No school policy is ever written in isolation. Acknowledgement of sources of advice and significant influence in the development and recording of policies at West Heath School are noted on the front page. We request that any schools or organisations incorporating large sections of this policy without alteration should make similar appropriate acknowledgement.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to West Heath School. It also sets out the minimum requirements to:

- attract the best possible applicants;
- deter prospective applicants that are unsuitable for working with children;
- identify and reject applicants that are unsuitable for working with children.

The Aim of this policy..

To ensure a thorough and consistently implemented recruitment and selection process to maximise the protection of children from harm by staff and volunteers.

The Objectives of this policy..

- The aims and objectives of our school's recruitment policy are as follows: -To ensure compliance with all relevant recommendations and guidance including the recommendations of the DfE in Safeguarding Children:-
Safer Recruitment and Selection in Education
Keeping Children Safe in Education (2016)
Code of Practice published by the Disclosure and Barring Service
The National Minimum Standards (NMS)
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
- To ensure that our school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Stage 1 - Advertising and Inviting applications

All advertisements for all posts will clearly stipulate the stance adopted by West Heath School by the inclusion of the following statement:

“The School is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service”.

Stage 2 - Pre-Application Pack

Prospective applicants are supplied with the following:

- Application Form that includes a self-disclosure form;
- DBS Enhanced disclosure requirement
- Equal Opportunities monitoring form
- School information and setting;
- Recruitment timeline
- Department Information (if appropriate);
- Job description and Person Specification;

Prospective applicants are directed to Policies on West Heath School website:

- Safer Recruitment Policy;
- Safeguarding Children Policy.

All applicants must complete the application form in full.

All applicants for employment will be required to complete an application form, in their own hand writing, containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum Vitae will not be accepted in the place of a completed application form.

Stage 3 - Applicant Selection/Short-Listing

The criteria for the short listing and assessment process will be based on the person specification and job description and will be consistent for all candidates

All applications will be scrutinised by at least two people who will:

- Identify any inconsistencies
- Check that the application form is fully completed
- Check the evidence provided relates to the person specification and job description
- Identify any gaps
- Apply short listing criteria equally
- Keep a record of the outcome of this process

Where possible, references are to be taken up before the interview stage. However should a candidate progress to selection and interview stage prior to their receipt, satisfactory references will always be taken up prior to any appointment being made.

Stage 4 – Interview

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualifications: -

- Current driving licence (including photograph) or passport or full birth certificate; and
- Two utility bills or statements (from different sources) showing their name and home address, and
- Documentation confirming their National Insurance number (P45, P60 or National Insurance Card); and
- Documents confirming any educational and professional qualification referred to in their application form

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

If actual certificates of qualifications and proof of eligibility to live and work in the UK are not provided initially at interview, then this criteria will be required with any subsequent conditional offer of employment made.

The interview process will seek to assess candidates in terms of whether their appointment would be in line with safer recruitment and fulfil the requirements of the post.

A range of selection tools will be used based on role (i.e. not just an interview)

This process will:

- Explore motives/attitudes as well as skills and experience
- Assess interaction with others
- Have the appropriate involvement of students

At least one representative involved in the interview process, will have successfully completed safer recruitment training.

Stage 5 – References

All offers of employment will be subject to a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant has most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the Job Description and Person Specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following: -

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

Our school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or on open references or testimonials.

Our school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Due to the nature of our work, our school applies for criminal record certificates from the Disclosure & Barring Service (DBS) in respect of all prospective staff members, Trustees and volunteers.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

Stage 6 - Successful Candidates

For successful candidates, the following pre-employment checks will be required prior to taking up the post:

A *conditional* offer of employment can be made pending the following:

- Identity - including DOB
- Eligibility to work in the UK
- DBS Barred List (replaced List 99 & PoCA list in 2009) and <https://www.gov.uk/government/publications/dbs-code-of-practice>
- Enhanced DBS check
- For teachers, that they are not subject to a prohibition order or interim prohibition order
- Prohibition from management (independent / free schools / academies only)
- Qualifications
- Status: QTS, HCPC, disqualified from EY / later years childcare, etc
- Overseas checks

The Human Resource Officer for the recruitment of a new member of staff will ensure that the recruitment checklist is filled in and returned for filing on the new employee's personnel file.

Stage 7 – Induction

All staff who are new to West Heath School are required to undertake induction training which will include the following:

- Health and Safety training;
- CP and Safeguarding training (including PREVENT, FGM, CSE)
- KCSIE 2016 information,

Signposted to: Safeguarding, Whistleblowing Policy and the Code of Conduct and checking these have been read and understood.

- Signing off on a standardised induction checklist, thus providing another level of safeguarding check.

Stage 8 - Leaving the employment of West Heath School

There is a statutory requirement for the provision of the Protection of Children Act and appropriate DBS checks to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to:

The Disclosure and Barring Service,
PO Box 181,
Darlington,
DL1 9FA.

The school will provide an on-line service to apply for the Enhanced Disclosure from the DBS :

- **Enhanced Disclosure** – For posts involving greater contact with children or young adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

An Enhanced standard disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. If the individual is applying for a position working with children or young adults, the Enhanced disclosure will also reveal whether he/she is barred from working with children or young adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children and vulnerable adults maintained by the Department for Educational and Skills and the Department of Health. It may also contain non-conviction information from local police records which a chief of police officer thinks maybe relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a Disclosure, if one is available in the relevant jurisdiction(s).

Our school expects supply/temporary worker agencies/contractors that are used by the school to register with the DBS via the school registered agency and to pay accordingly.

It is a legal requirement that all registered bodies and prospective employers must treat DBS applicants who have a criminal record fairly and do not discriminate because of a conviction or other information revealed. It also obliges registered bodies and employers who are Regulated Activity providers (including schools) to have a written policy on the recruitment of ex-offenders, a copy of which can be given to DBS applicants at the outset of the recruitment process.

This policy statement should be read alongside our Equal Opportunities policy.

Policy Statement

- As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, West Heath School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.
- West Heath School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical / mental disability or offending background.
- The policy on the recruitment of ex-offenders is made available to all DBS applicants at the outset of the recruitment process by inclusion in the information pack for applicants
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.
- As a Regulated Activity provider (RAP) all paid employees at West Heath School are in regulated activity and therefore subject to checks with the DBS.
- In relation to volunteers and contractors, we only request a DBS check after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.
- We encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent (under separate, confidential cover) to the Principal and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Disclosure & Barring Check

Recruitment of ex-offenders

- We ensure that all those in our school who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974 and know how to access advice and support e.g. from our HR service, registered body, the DBS, etc.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.
- We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment. This discussion and any subsequent risk assessment may be undertaken by Senior Leadership Team in school and supported by HR.

Retention and Security of Disclosure Information

The school's policy is to observe the guidance issued by the DBS on the use of Disclosure information.

In particular, the school will:-

- The school will keep a record of the date of a Disclosure and the unique number issued by the DBS and the recruitment decision taken.
- Ensure that any Disclosure information is destroyed by suitably secure means such as shredding
- Prohibit the photocopying or scanning of any Disclosure information

Our school complies with the provisions of the DBS Code of Practice, a copy of which is available on request.

Retention of Records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months unless the applicant specifically requests the school to keep their details on file.

If an applicant has any queries on how to complete the Application Form or any other matter they should contact the HR Officer.

Queries

Persons with particular responsibilities

HR Officer / Principal / Senior Leadership Team

Other Participants & Stakeholders

All staff responsible for interviewing

Monitoring & Evaluation

SLT
Student Services Committee
Trustees

Agency Staff

West Heath School is committed to ensuring that it delivers excellent academic, student and professional support services at all times.

Agency Workers can be used to provide short-term additional resources from time to time for the following reasons: emergency cover, last minute sickness, business continuity or recruitment and retention difficulties. The Agency is the employer of the Agency Worker and responsible for pay and benefits for their staff.

Procedure:

1. SLAs to be in place for all Agencies used.
2. Prior to hiring an Agency Worker all internal options should have been exhausted to ensure effective utilisation of existing staff and minimise cost and disruption.
3. Following discussions with Finance, Learning Director & SLT, the Learning Director (or nominated individual) will advise the HR Officer of any Agency Worker requirements.
4. The HR Officer will contact the Agency to advise of the School's requirements (e.g. job role, numbers).
5. The Agency to forward to the school written notification that they have carried out the same level of checks that the school would have otherwise performed on an employee.
6. The HR Officer will enter details on the SCR and advise the Agency that they are satisfied the individual can start at the school. A taster day will then be arranged to determine individual suitability.
7. On arrival the Agency Worker must "sign in" at Reception and be issued with a visitors badge. The HR Officer will check the identification (photographic ID) of the Agency Worker. If the identity cannot be verified then the Agency Worker will be asked to leave explaining why; and the Agency will be informed. The Agency worker must also bring in a copy of their DBS or have the Agency provide the DBS allocated number. If the identity cannot be verified then the Agency Worker will be asked to leave explaining why; and the Agency will be informed.
8. At the end of the taster day the Agency Worker will meet with senior staff to discuss their experience and feedback from relevant staff and a decision will be taken regarding their suitability to work in the school. The HR Officer will inform the Agency of the outcome.

Keeping Children Safe in Education (September 2016)

116. Schools and colleges must obtain written notification from any agency, or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate, written notification that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school or college that the school or college would otherwise perform.⁴⁸ Where the position requires a barred list check, this must be obtained by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

On arrival any Contractor must “sign in” at Reception and be issued with a visitors badge.

The HR Officer (or nominated member of staff if out of hours) will check the identification (photographic ID) of the Contractor.

If the identity cannot be verified then the Contractor will be asked to leave explaining why; and their employer informed.

Contractors working on large projects:

1. Lead staff (supervisors, foremen etc) to produce evidence of Enhanced DBS prior to commencement of any work.
2. All contractors to undergo Health & Safety and Safeguarding Induction before commencement of the project.
3. Work to be carried out in isolation and away from students. Work to be within an enclosed area, with Heras style fencing around the work site.
4. Contractors to have sole access to welfare facilities within the working enclosure.
5. Contractors to have parking facilities within or adjacent to working area.

Contractors working on small projects (i.e. Decorators, Plumbers, Electricians):

1. All contractors working on small ongoing work to have Enhanced DBS before working unsupervised.
2. All contractors to undergo Health & Safety and Safeguarding Induction before commencement of the works.
3. Work to be carried out in isolation away from students where practicable.

Contractors visiting to carry out occasional/emergency repairs:

1. All contractors to be accompanied by a relevant member of staff when the school is open to students.

Keeping Children Safe in Education (September 2016)

134. Schools and colleges should ensure that any contractor, or any employee of the contractor, who is to work at the school or college, has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

135. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Schools and colleges are responsible for determining the appropriate level of supervision depending on the circumstances.

136. If a contractor working at a school or college is self-employed, the school or college should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

137. Schools and colleges should always check the identity of contractors and their staff on arrival at the school or college.