

## Staff Recruitment, Selection, Retention & Disclosure Policy

<b>This policy has been written for...</b>	All Staff, Trustees, Volunteers and Contractors at West Heath School
<b>Copies of this policy may be obtained from...</b>	<ul style="list-style-type: none"> <li>The School <b>web site</b> - <a href="http://www.westheathschool.com">http://www.westheathschool.com</a></li> <li>It is available as a hard copy on request from the <b>school office</b></li> <li>Hard copies for reference are filed in the <b>staff room</b></li> </ul>
<b>This policy links with the following policies</b>	Safeguarding Policy, Equality Policy
<b>Participants and consultees in the formulation of this policy were...</b>	The Principal, Senior Leadership Team, HR, Student Services Committee and the Trustees of the School.
<b>Edition, Review frequency and dates</b>	<p>This is edition 6, released November 2017</p> <p>This policy will be reviewed annually</p> <p>It is due for review in November 2018 (unless changes are required by legislation)</p>
<b>Relevant statutory guidance, circulars, legislation &amp; other sources of information are...</b>	<p>Statutory Guidance Keeping Children Safe in Education September 2016</p> <p>DfE in Safeguarding Children: Safer Recruitment &amp; 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> <p>Employment Rights Act 1998</p> <p>Equality Act 2010</p> <p>Protection of Freedom Act 2012</p> <p>Health &amp; Safety Regulations 1996</p> <p>Human Rights Act 1998</p> <p>Public Interest Disclosure Act 1998</p> <p>Data Protection Act 1998</p>
<b>The Lead Member of staff is</b>	Principal & HR Department
<b>Definitions and key terms used in this policy...</b>	
<b>The Rationale and Purpose of this policy</b>	The recruitment of staff, trustees and/or engagement with contractors is the first step to safeguarding and promoting the welfare of our students and young people at West Heath School. The school is committed to providing the best possible care and education to its students, and the School expects all staff, trustees, contractors, visitors, and volunteers to share this commitment.

<b>Appendices</b>	<ol style="list-style-type: none"> <li>1. Agency Staff</li> <li>2. Contractors</li> </ol>
<b>Copying</b>	<p>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.</p>
<b>Introduction</b>	<p>The purpose of this policy is to ensure the practice of safer recruitment or engagement of services of staff, trustees, contractors appointed to West Heath School. It also sets out the minimum requirements to:</p> <ul style="list-style-type: none"> <li>• attract the best possible applicants;</li> <li>• deter prospective applicants that are unsuitable for working with children;</li> </ul>
<b>The Aim of this policy..</b>	<p>To ensure a thorough, fair and consistent recruitment and selection process to maximise the protection of children from harm by staff, contractors, trustees, visitors and volunteers.</p>
<b>The Objectives of this policy..</b>	<ul style="list-style-type: none"> <li>• 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) UK legislation</li> <li>• To ensure that all job applicants are considered fairly and consistently</li> <li>• To ensure that no job applicant is treated unfairly on any grounds of discrimination</li> <li>• 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.</li> </ul> <p>Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.</p>

### **Stage 1 - Advertising and Inviting applications**

All advertisements by West Heath School will include 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.
- Equality Policy

All applicants must complete the application form in full. Curriculum Vitae will not be accepted in the place of a completed application form, but may be used as an appendix

### **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 assessed by at least two people who will:

- Identify any inconsistencies
- Check the supporting statement in that it relates to the person specification and job description
- Identify any gaps in employment
- Apply short listing criteria equally, benchmarking the expected standards of the school
- 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 will be required with any subsequent conditional offer of employment made.

The interview process will seek to assess candidates in terms of whether they meet the requirements of the post.

A range of selection assessments may be used based on role;

This process will:

- Explore skills, knowledge and attributes
- Assess interaction with others
- Assess interaction with our students

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

At least one question should be around safeguarding and one around Equality, Diversity and Inclusion

## **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.

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 and disciplinary record;
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children or young people or adults (including any disciplinary sanction that 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, contractors and volunteers.

We are actively encouraging all staff, trustees, contractors and volunteers to register with the DBS updating service. A charge of £13.00 per year for registering with the updating service will be reimbursed through expenses for all staff and trustee's.

### **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 will be made pending the following:

- Identity - including DOB, address,
- Eligibility on the Right to Work in the UK
- DBS Barred List check
- 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 Resources department will ensure that the recruitment checklist is filled in and placed on the employee's 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 and all other policies relating to employment, including processes and procedures and ensuring they are understood and signed..

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

## **Stage 8 - Leaving the employment of West Heath School**

When staff, trustee's, contractors or volunteers leave West Heath School, they would need to return all school property to the school, including name badge, keys, laptops, mobile phone and any usernames/passwords linked to the schools computers, books, paperwork or any documentation that belongs to the school. Failure to do so may result in the school withholding the employee's final salary.

If you are dismissed or resign from West Heath School on matters concerning safeguarding, we as a School are under a duty to refer that employee to the DBS

NB; What this Means/Process

Referring someone to the DBS is a legally-required action for some organisations if one of their workers harms or poses a threat to a vulnerable adult or child in order that they can make a necessary update to the barred lists.

But as an employer or personnel supplier you might not know when you have to refer someone or for what offences.

To help you out we have put together everything you need to know for referring someone to the DBS barred lists...

Who has to make a referral and who can make a referral?

Regulated activity providers and personnel suppliers are bound by the law to refer someone to the DBS if they harm or pose a risk to children or vulnerable adults who will then make a decision on whether to update the barred lists.

On top of that local authorities, education and library boards, health and social care trusts, Keepers of Registers and supervisory authorities all have the power to make a referral.

When should an organisation refer someone to the DBS?

When referring someone to the DBS (with a view to their addition to the barred lists) organisations need to fulfill two criteria.

The first is they have permanently removed the person through dismissal or a transfer (or they would have done if the employee had not left, resigned, retired or been made redundant).

The second is they believe the person has put a child or vulnerable adult in harm or at the risk of harm, they have satisfied the harm test (more later) or they have received a caution or conviction for a relevant offence, which can be found on [the DBS website](#).

It is also worth noting that a referral should not be made when an allegation against a worker is first heard.

The organisation should undertake an investigation and evidence gathering process before any referral.

What is the harm test and how is it satisfied?

It could be the case that a person has not engaged in relevant conduct but there is a serious concern the person poses a risk.

To satisfy the harm test there needs to be sufficient evidence of such risk.

The example the DBS provides of a situation which satisfies the test is: “A teacher who confides in their head teacher that they are sexually attracted to children (but who had not engaged in ‘relevant conduct’)”

What information needs to be sent to the DBS for a referral?

When referring someone to the barred lists organisations will need to clearly identify the offending person.

That means supplying their name, address, date of birth and national insurance number if it is known.

You will also need to have sufficient evidence to suggest that there have been a relevant offence or a child or vulnerable adult has been harmed or at risk of harm.

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.

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**Persons with particular responsibilities**

HR Department / Principal / Senior Leadership Team

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**Other Participants & Stakeholders**

All staff responsible for interviewing

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**Monitoring & Evaluation**

HR  
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. Service level agreements 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. The HR department will contact the agency with our requirements.
4. The Agency to forward to the HR department written notification that they have carried out the same level of employment checks that the school would have otherwise performed on an employee.
5. The HR department will enter details on the Single Central Record (SCR) and advise the Agency that they are satisfied the individual can start at the school. A taster day may be arranged to determine individual suitability.
6. On arrival the Agency Worker must “sign in” at Reception and be issued with a visitor’s badge. The HR department 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 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 and the Agency will be informed.
7. 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 department 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.<sup>48</sup> 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 department (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 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.*