

# OVERTON GRANGE SCHOOL POLICY

## SAFER RECRUITMENT POLICY

Govs Comm. PERSONNEL

### 1. Introduction

Overton Grange School emphasises the importance of safeguarding the students in our care and this policy should be read in conjunction with the School Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. In order to help safeguard and promote the welfare of all students, the school is committed to a thorough and consistent Safer Recruitment Policy and practice.

### 2. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of children in the school.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and the Department for Education. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

The procedure aims to ensure that no applicant receives less favourable treatment on the grounds of their colour, race, nationality, ethnic or national origin, gender, gender reassignment, marital or civil partnership status, sexual orientation, age, disability, religion or belief. Nor will they be disadvantaged by any other condition or requirement, which effectively discriminates and cannot be justified as necessary and effective in meeting business requirements.

This policy does not cover internal promotions as there is no need to do another Disclosure and Barring Service (DBS) check or take up formal references.

### 3. Roles and Responsibilities

The Governing Body is responsible for defining and adjusting the staffing establishment. It has delegated responsibility to the Headteacher to lead and manage the recruitment process and make final decisions on appointments excluding Senior Leadership Team roles. Recruitment to the post of Headteacher, Deputy Headteacher and other Senior Leadership Team roles remain the responsibility of the Governing Body. Governors' participation in such recruitment will be as set out and agreed by the Governing Body.

The principles of this procedure apply to the recruitment of both teaching and support staff.

An appointment panel is responsible for implementation of the procedure and no individual will have sole responsibility for the selection decision. A panel will normally

consist of at least two appropriate persons, one of whom must have successfully completed accredited safer recruitment training. Panel members will not be involved in a recruitment exercise and appointment where they are related to an applicant or have a close personal relationship with them outside work. The panel will be balanced, where possible, to include a variety of roles, genders and backgrounds.

#### **4. Recruitment and Selection Procedure**

##### Vacancy, Job Description and Person Specification

When a vacancy is identified a job description and person specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out, as far as is practicably possible, working backwards from this date.

##### Advertising

Vacancies are advertised in a variety of media; local and national press, the school website and online whichever is most appropriate and cost effective. On all advertisements we state that Overton Grange School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake an enhanced criminal check via the DBS before they can commence employment. Where we use employment agencies we obtain written confirmation from the Agency that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

The Vacancies page on our website also states that we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment and again advises that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

Job Descriptions, Person Specifications along with the advert, application form and guidance notes are made available on our website at the time of recruitment.

##### Applications

All candidates are required to complete our application forms, which are found on our website, in full. We make it clear that CVs alone are not accepted although we will look at them in addition to the application forms. We require information on full academic and employment history; suitability for the role, referees, a declaration about Criminal Records Checks and DBS Children's Barred List Check and a declaration of eligibility to work in the UK. We also state that the provision of false information is an offence and could result in the application being rejected or dismissal of the successful applicant and possible referral to the police and/or the DBS.

Guidance notes on how to complete the application form are provided on the Vacancies page on the school website.

##### Shortlisting and References

Applications are shortlisted by the recruitment panel which usually includes the Headteacher, and the relevant Head of Department for teaching roles. For support

staff the panel will include the departmental head/line manager and a member of the Senior Leadership Team.

Where possible, references will be taken up as soon as candidates have confirmed their attendance at interview. In exceptional cases it may not be possible to do this either due to an unavoidable tight turn around between the closing date and interview or because of delay on the part of the referee. However, all appointments are conditional on two references satisfactory to the school having been received. References will be sought directly from the referee. Open references or testimonials provided by the candidate will never be accepted.

When references are requested, a copy of the Job Description and Person Specification will be provided to the referee and the following topics will be covered:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of children
- The candidate's suitability for this post
- Confirmation of the applicant's post, salary and responsibilities
- Comments about the candidate's performance history and conduct

The two references required by the school must include the candidate's current or most recent employer and in the case of Teachers, must be the Principal/Headteacher.

All references will be checked to ensure that questions have been answered satisfactorily, and where this has not been the case, the referee will be contacted to provide further information. Any discrepancy between references and the application form will also be taken up with the candidate.

Employment history needs to show date of joining and leaving each role with at least the month and year, not simply the year. The school will verify that a candidate has provided an explanation for all gaps in employment where they have not moved directly from one role to the next in the same month. Any unexplained gaps in employment will be explored at interview.

### Interviews/Selection Days

Selection techniques will be determined by the nature and duties of the vacant post, but may include such exercises as:

- Lesson Observations
- Testing ability or knowledge by work-based tests
- Practical exercises
- Paper-based ability or knowledge tests
- In-tray exercises
- Presentations

For permanent contracts teaching candidates will always be asked to teach a class whilst being observed by at least two people, one of whom will usually be a member of the Senior Leadership Team. In exceptional circumstances, when it is not possible to observe a lesson a one-year contract may be considered.

All formal interviews cover the applicant's suitability for the roles and suitability to work with children, exploring any gaps or anomalies in the information available to recruiters and ensuring safeguarding criteria are met.

Interview notes are collated, along with feedback from other teachers and colleagues who have been involved in the selection process. The panel will decide on the successful applicant.

The school provides feedback to unsuccessful applicants following interview when requested to do so.

## **5. Policy Statement on the Recruitment of Ex-offenders**

The school is committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions in the School, Overton Grange School complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.

Overton Grange School undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The school has a statutory duty to request a Disclosure for all positions in the school. All posts are exempt from the Rehabilitation of Offenders Act 1974 and the School is entitled to ask questions about a candidate's entire criminal record, including 'spent' convictions and cautions, reprimands, warnings and bind-overs.

Overton Grange School undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.

At interview, or in a separate discussion, the school will 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 or subsequent dismissal.

The disclosure of a criminal record, or other information, will not debar a candidate from appointment unless it is considered that it makes them unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago, what age they were when it was committed and any other factors which may be relevant.

## **6. Offer of Appointment**

A Conditional offer of employment is made in writing to the successful candidate and the offer made is subject to:

- Production of proof of eligibility to work in the UK\*
- Receipt of at least two references satisfactory to the school (if these have not yet already been received) \*
- Verification of identity and qualifications (original documents must be provided) \*
- Satisfactory Enhanced DBS Certificate via our online system
- Satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable (any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed)

- A satisfactory check of the relevant regulatory body sanctions, for example Prohibition Orders, for both teaching and management roles) as imposed by the DfE\*
- Completion of online confidential health questionnaire and be deemed mentally and physically fit to perform the role
- The entries on the application form proving to be complete and accurate

The criteria marked with an asterisk (\*) are usually all checked at interview. Barred List Checks are included in all Enhanced DBS checks. Candidates who are currently teaching will already have an enhanced DBS check and this is only redone where there has been a gap of more than three months between employment at schools or if it is older than three years.

## **7. Starting Employment/Induction**

Overton Grange School 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. The school will therefore provide ongoing training and support for all staff. All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. The Designated Safeguarding Lead will give Child Protection training either on the start date or as near to that date as possible, as part of the new staff induction process.

## **8. Single Central Record**

Overton Grange School ensures all employee information is recorded on the Single Central Record – a record of recruitment and vetting checks. Details are kept for all employees who are employed to work at the school, and all who are employed as supply staff to the school, whether employed directly or through an agency. The Headteacher completes a spot check each term of the Single Central Record.

## **9. Complaints**

Applicants who complain after the interview of unfair selection must do so within three working days of being informed either verbally or in writing of the outcome. This should be in writing and should specify the applicant's precise complaint and how they believe they have been disadvantaged. The Chair of Governors or, a governor nominated by the Chair will be the investigator. If the Chair was part of the recruitment process, another governor will investigate the complaint and provide a written reply to the complainant. Copies of the reply will be given to the members of the appointment panel and the Headteacher.

If the complaint is upheld, the appointment may be delayed until the matter is resolved. This may include re-interviewing all or some of the applicants to ensure the interviews are fair.

Complaints of unfair discrimination will be dealt with as quickly as possible. The school will endeavour to provide a substantive response to such complaints within fifteen working days from receiving the original complaint. The investigator will have access to copies of the application forms, person specification, individual interview records and interview notes. The investigator will consider the letter and nature of the complaint and look at the application forms, person specification, individual interview records and interview notes. Where appropriate the investigator will consult with members of the appointment panel and may wish to speak to the applicant. The

investigator will check that the panel followed the Recruitment and Selection Procedure correctly for shortlisting.

The Chair of Governors (or nominated governor) will decide what action should be taken and agree a written response to the complainant.