



SAFER RECRUITMENT POLICY

This is a whole-school policy, within the framework of which the Junior School and Infant School, plus EYFS, and the Nursery policies operate as appropriate.

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Queen Elizabeth's Grammar School is committed to safeguarding and promoting the welfare of all pupils in its care, and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent and motivated staff members who are suited to, and competent in their roles.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, the Safeguarding Vulnerable Groups Act 2006, and Keeping Children safe in Education, (September 2016), the 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.

Aims and Objectives

The purpose of the Safer Recruitment policy is to ensure the practice of safe recruitment of staff appointed to Queen Elizabeth's Grammar School and 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.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

This policy's objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Queen Elizabeth's Grammar School.



Roles and Responsibilities

It is the responsibility of the Governing Body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DCSF (Department for Children, Schools and Families) guidance and legal requirements
- Monitor the School's compliance with them.

It is the responsibility of the Headmaster, Bursar and other colleagues involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the Governing Body has delegated responsibility to the Headmaster (teaching staff) and Bursar (support staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmaster/Bursar.

Recruitment and Selection Procedure

The following procedures and practices are in place to ensure the safe recruitment of staff.

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and will 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.

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 clearly stipulate 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 Queen Elizabeth's Grammar School uses its own 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. And will also make clear that all successful applicants will be subject to DBS checks.

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).

Short-Listing

At least one member of any selection panel will have undertaken safer recruitment training or refresher training as applicable.

Applicants deemed suitable for the post following analysis of their applications will be short listed following consultation between those leading the recruitment process and other members of staff involved in the recruitment process.

Applicants who are invited to interview are required to familiarise themselves with the Child Safeguarding Policy and Safer Recruitment Policy on the School's website.

References

All appointments are subject to satisfactory references. References for short listed applicants will be sent for immediately after short listing. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two (three for support staff) 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 through direct telephone contact with the referee. A detailed written note of such exchanges will be retained on the personal file of the individual appointed.



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

Interviews

There will be a face-to-face interview wherever possible, and the same panel will see all the applicants for the vacant position.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification, and the questions will range to encompass subject knowledge, skills and competence, as well as to contribute to the extra and extended curriculum. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the NCSL Safer Recruitment Training).

Applicants will always be required to demonstrate their capacity to safeguard and protect the welfare of children and young people.

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.

All applicants who are invited to an interview will be required to bring proof of identity, address, qualifications and eligibility to live and work in the UK. Only original documents will be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme.

Offer of appointment and new employee process

The appointment of all new employees is subject to the receipt of:

- a satisfactory enhanced DBS (Disclosure and Barring Service) Certificate (formerly CRB);
- receipt of at least two satisfactory references;
- verification of identity;
- verification of medical fitness;
- verification of qualifications;
- verification of professional status (DCSF reference number);
- the production of evidence of the right to work in the UK.
- clearance on the prohibition from teaching check
- declaration of no disqualification by association

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 Headmaster's PA will contact the Headmaster to confirm that all paperwork has been received and a start date can be confirmed.

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 Queen Elizabeth's Grammar School.

All staff at Queen Elizabeth's Grammar School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee.

Members of staff at Queen Elizabeth's Grammar School are aware of their obligation to inform the Headmaster of any cautions or convictions that arise between these checks taking place.

Portability of DBS Certificates Checks

The DBS code of Practice and OFSTED do not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Queen Elizabeth's Grammar School is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

Dealing with convictions

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headmaster. A decision will be made following this meeting.



Proof of identity, Right to Work in the UK and Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

Any person appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. The successful candidate is required to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

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. The School, in accordance with the UK Border Agency Code of Practice, will sponsor all new foreign members of staff.

Induction Programme

All new employees will be given an induction programme which will clearly identify the School policies and procedures, including the Child Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Centralised Register of Members of Staff

In addition to the various staff records kept in School and on individual personal files, a single centralised record of recruitment and vetting checks is kept in accordance with the DfE requirements. This is kept up-to-date and retained by the Bursar. The Centralised Register will contain details of the following:-

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;



- All others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches etc.

Record Retention/Data Protection

Queen Elizabeth's Grammar School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in the Headmaster's PA's Office in a locked and secure cabinet.

Ongoing Employment

Queen Elizabeth's Grammar 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, as identified through the Appraisal procedure.

Supply Staff

For the purposes of creating the record checks for supply staff provided through a supply agency, the School will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information disclosed as part of the DBS Disclosure will be treated as confidential. Identity checks will be carried out by Queen Elizabeth's Grammar School to confirm that the individual arriving at the school is the individual the agency has referred.

Peripatetic Staff

For the purposes of creating the record of checks for peripatetic staff (for music etc.) the School will require that all necessary checks and DBS requirements are fulfilled.

Leaving Employment of Queen Elizabeth's Grammar School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse



(i.e. physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply.

Employees at Queen Elizabeth's Grammar 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.

Monitoring and Evaluation

A Governor will be responsible for ensuring that this policy is monitored and evaluated throughout the School.

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. A person who is prohibited, is unable to participate in any management of an independent school such as: a management position in an independent school, academy or free school as an employee; a trustee of an academy or free school trust; a governor or member of a proprietor body for an independent school; or a governor on any governing body in an independent school, academy or free school that retains or has been delegated any management responsibilities. A check for a section 128 direction can be carried out using the Teachers Services' system. Where the person will be engaging in regulated activity, a DBS barred list check will also identify any section 128 direction.'

This policy has been written with reference to the DfE's Publication Safeguarding Children and Safer Recruitment in Education.

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