

Shireland Collegiate Academy Trust Policy

# Safer Recruitment

2022

<b>Committee and Date Approved</b>	Resources Board – <b>Autumn 2022</b>
<b>Category</b>	Recommended
<b>Next Review Date</b>	Every three years unless change in legislation – <b>Summer 2025</b> (update 2023)
<b>Policy Availability</b>	Trust Website
<b>Officer Responsible</b>	HR Director of the Trust

**The Trust, all Academies within the Trust and Shireland Learning Limited must comply with this policy.**

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## Introduction

Shireland Collegiate Academy Trust and its academies are committed to providing the best possible care and education to its students and recognises the importance of recruiting and retaining staff of the highest quality.

The purpose of this policy is to set out the requirements for the recruitment of staff to the Trust and its academies. The aim is to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

All decisions on recruitment will be made with regard to curriculum needs and financial circumstances.

This policy takes into account the provisions of 'Keeping Children Safe in Education' (DfE September 2023).

The Trust will abide by the existing legislation and in particular will not discriminate on the grounds of any of the protected characteristics listed in the Equality Act (2010), these being:

Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership and pregnancy and maternity.

The Trust will promote equality in all aspects of academy life, including the recruitment of staff.

## Recruitment Panel

The Trust will ensure that at least one person on any appointment panel has successfully completed the Safer Recruitment in Education training.

## Advertising and Inviting Applications

Advertisements for all posts will include the following statement:

***“Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure and Barring Service (DBS), including a Children’s Barred List check for post carrying out a regulated activity.”***

The following documents will be available in the vacancy area of the website:

- Job Advertisement
- Job Description and Person Specification
- Safer Recruitment Policy
- DBS Handling Policy
- Staff Code of Conduct
- Employment of Ex-offenders Policy

Applicants will also be made aware of the relevant policies, including the Safeguarding and Child Protection Policy.

Advertisements for external vacancies will normally be placed on the academy website and in any suitable relevant media.

In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Chief Executive Officer.

Where staff are invited to take on a management or leadership responsibility which does not require an additional member of staff the post will be advertised internally.

Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

## Applications

All applicants for externally advertised posts will be required to complete the Trust application form, via the Trust Careers page by the specified closing date. **C.V.'s will not be accepted in place of a completed application form.**

For posts where it is known that recruitment is likely to be difficult references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. The Trust reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of posts this will not be the case.

## Shortlisting

Applications will be shortlisted against the criteria in the person specification. The shortlisting process will include:

### References

References will normally be taken up on shortlisted candidates prior to interview. References will be sought and obtained directly from the referee. References or testimonials provided by the candidate will **not** be accepted.

References not provided by the Principal/Head Teacher will be verified with regard to disciplinary record.

If a candidate for a teaching post is not currently employed as a teacher, checks will be made with their most recent school to confirm details of employment and reasons for leaving.

All referees will be asked specific questions about:

- Their relationship with the candidate, how long has the referee known the candidate and in what capacity.
- The candidate's suitability for working with children and young people.
- Any disciplinary warnings, including time expired warnings that relate to the safeguarding of children.
- The candidate's suitability for the post.

The Trust reserves the right to take up additional references as and when required.

the information provided in references will be compared with the application form to identify any inconsistencies which will be taken up with the candidate.

Employees are entitled if requested to view their employment references.

### Self-Declaration

Shortlisted candidates are required to complete and sign a self-declaration of their criminal record or information that would make them unsuitable to work with children.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS Certificate is received.

### Online Search

In accordance with Keeping Children Safe in Education 2022 an online search will be carried out on all shortlisted applicants

The online search will help to identify information that is publicly available online which the Trust may wish to explore with the candidate at interview. No applicant or third-party individual will be asked to provide access to online information which is not publicly available.

The online search will be conducted by an appropriate individual who has received appropriate training and is not a member of the recruitment panel to avoid any potential for discrimination.

The online checks will only be used to meet the intended purpose of the KCSIE in relation to whether an applicant is suitable to work with children and young people. No other aspect of their personal profiles will be used to form an opinion of the candidate.

## Selection Process

Selection techniques will be determined by the nature and duties of the post. All applicants for teaching posts will be required to undertake a lesson observation.

Candidates that are successful in the initial stages of the selection process will be invited to attend for interview, unsuccessful candidates will not be interviewed.

Interviews will always be face to face. In rare circumstances e.g., if the candidate is abroad this may be conducted via a visual electronic link.

Candidates will always be required to:

- Complete a Criminal Self-Disclosure and be prepared to discuss relevant criminal history at interview.
- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.
- Demonstrate their suitability to work with children.

## Employment Checks

All successful applicants are required to undergo the following checks:

### DBS Check

Due to the nature of the work of the Trust, all employees and volunteers must undertake an Enhanced Disclosure and Barring Service check. Post within schools are exempt from the Rehabilitation of Offenders Act 1974 (updated guidance March 2014), therefore as a prospective employer, we encourage candidates to disclose any unspent and spent convictions during the application stage.

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).

**As soon as the applicant receives their DBS certificate the original certificate must be shown to the HR Team or school office.**

The Trust expects supply/temporary worker agencies/contractors that are used by the Academy to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the Trust will commission services from any such organisation. The Trust will require written notice that checks have been carried out on an individual who will be working in a Trust school.

Policies on Employment of Ex-Offenders and Retention of Security and Storage of Disclosure information are available on the Trust website.

## Overseas Checks

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK.

In addition, the Trust must make any further checks thought to be appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available:

- Criminal records check for overseas applicants.
- Obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked.

Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess the candidate's suitability. Where this information is not available the Trust will seek alternative methods of checking suitability and or undertake a risk assessment that supports informed decision making on whether to proceed with the appointment. Although sanctions and restrictions imposed by another regulating authority do not prevent a person from taking up teaching positions in England, schools and colleges should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for employment

## Disqualification Declaration (Disqualification under the Childcare Act 2006)

(Staff working with/volunteering/having management responsibility for provision for children aged 8 years and under).

All new staff and volunteers will be made aware of their duty with regard to Disqualification Declaration, all existing staff and volunteers will be reminded of the requirement on an annual basis.

## Barred List

A separate Barred List check will be carried out if an individual will commence employment before the DBS Certificate is available.

## Verification of Identity and Address

All applicants will be required to provide evidence of identity, address and qualifications (examples of which are set out below):

- Current driving licence (including photograph) or passport or full birth certificate; and
- Two utility bills or statements (from different sources) less than three months old showing their name and home address; and
- Documentation confirming their National Insurance number (P45, P60 or National Insurance card); and

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.

In all cases original (**not photocopy**) documents must be provided.

## Verification of Qualifications

All candidates will be required to provide actual certificates that evidence they have obtained any qualifications required legally or otherwise for the role. Qualifications legally required including QTS for teachers.

The Teachers Services system will be used to verify the award of QTS and the completion of teacher induction.

## Prohibition Order Check

A Prohibition Order Check will be carried out on all candidates to be employed to carry out teaching work.

## Section 128 Direction

A check against the 128 Barring List will be carried out for applicants for management positions.

## Right to Work in the UK

Before anyone starts work with the Trust, we have a legal obligation to confirm that they are eligible to work in the United Kingdom. This check must be carried out on every potential new employee, regardless of their nationality. Failure to confirm someone's asylum and immigration status due to their nationality would be contrary to the Asylum and Nationality Act 2006.



## Medical Fitness

It is a statutory requirement under the Education (Health Standards) (England) Regulations 2003 that anyone appointed to work with children or young people must be medically fit. It is the Trust's responsibility to be satisfied that the applicant has the appropriate level of physical and mental fitness before the appointment is confirmed.

All prospective employees will be required to complete a pre-employment health questionnaire. Information provided will remain confidential to the Occupational Health provider and will be used to match the applicant's fitness to the proposed duties. Management will only receive an opinion of the applicant's fitness for the duties outlined. In some cases, applicants will be asked to attend for a health assessment. Failure to disclose or giving false information could lead to termination of employment.

## Confirmation of Appointment

The final offer of employment will be subject to:

- A satisfactory Enhanced DBS check and barred list check.
- A check that the candidate is not subject to a prohibition order, where applicable.
- Section 128 Direction check where applicable.
- Overseas Checks where applicable.
- Receipt of medical clearance.
- Receipt of two satisfactory references.
- Evidence of qualifications.
- Evidence of right to work in the UK.

The Trust reserves the right not to proceed with or terminate employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form or if any of the documents referred to above have been falsified in any way.

## Induction

All new staff will be required to:

- Read the Staff Code of Conduct and Safeguarding and Child Protection Policy.
- Read and confirm that they have read Part 1 of 'Keeping Children Safe in Education.'
- Complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.

## Record Keeping

The Trust will maintain a Single Central Record collating when and by whom checks on identity, qualifications and outcomes of Barred List and DBS checks on staff were made.

There is a requirement to request full details of DBS checks carried out on staff through an agency and the need for the Trust to keep a record that checks have been verified, when and by whom.

A copy of all documents used to verify the successful candidate's identity and qualifications will be retained on the personal file.

Information disclosed as part of a DBS check will be treated as confidential.