Bedales Schools
Policies & Procedures

Safer Recruitment Policy
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Tick which category this document refers to:

| ISI requirement to be made available | ✓ |
| ISI requirement to be on website    |   |
| Internal staff only                 |   |
| Internal students only              |   |
| Internal staff and students         |   |
| Statutory requirement to be made available (non-ISI) | |
| Statutory requirement to have on website (non-ISI) | |
Introduction
Bedales Schools recognises that the safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education and, in line with legislative requirements, 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 and, as an employer, the School expects all staff and volunteers to share this commitment.

No employee can start work within any post during term-time until all the pre-employment checks relevant to their post have been completed unless authorised by the Designated Safeguarding Lead under a Safeguarding Risk Assessment.

Aims & objectives
The purpose of the Safer Recruitment policy is to detail the procedures the School has in place for appointing staff which help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them.

The aims of the School’s safer recruitment policy are as follows:

• to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the post;
• to ensure that all job applicants are considered equally 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 or civil partner status, disability or age;
• to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education – September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
• to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks prior to the employee’s start date.

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

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 will 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, and relevant safeguarding legislation and statutory guidance.

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

**Training**
The School will maintain a position in which at least one person on the recruitment panel for each post has successfully completed Safer Recruitment Training.

**Advertising**
Advertisements for support posts, whether in newspapers, journals or on-line, will include the statement:

“Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service.”

Advertisements for teaching posts, whether in newspapers, journals or on-line, will include the statement:

“Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service and a Prohibition from Teaching Check.”

Advertisements for management and leadership posts, whether in newspapers, journals or on-line, will include the statement:

“Bedales is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All teaching posts are exempt from the Rehabilitation of Offenders Act 1974 and all successful applicants will undergo child protection screening including an enhanced DBS and Barred List check from the Disclosure and Barring Service, a Prohibition from Teaching Check (where applicable) and a Prohibition from Management Check.”

As all posts are advertised and managed via the School on-line recruitment portal and requires completion of an electronic application form.

All candidates will need to read the safeguarding statements and confirm agreement. Shortlisted candidates will be asked to sign their Application Form at interview.
By applying through the on-line portal, prospective applicants will have access, as a minimum, with the following:

- a job description and person specification for the post;
- the school’s safeguarding policy;
- the school’s safer recruitment policy (this document);
- the closing date for applications and likely interview dates;

C.Vs will not be accepted in lieu of an application form.

**Start dates**

All start dates will normally be a minimum of 4 weeks from the conditional offer and are subject to the specified pre-employment checks being completed and received prior to that start date. Where pre-employment checks are not completed / received then the School will delay start dates until the requisite checks have been satisfied to the requirements of the school unless there are extenuating circumstances and the DSL is satisfied the risk is low and can be managed under a Safeguarding Risk Assessment overseen by the DSL.

**Pre-employment checks and conditional offers of employment**

All offers of appointment are conditional on the following pre-employment checks being completed to the satisfaction of the school:

**At Interview stage and prior to offer:**

1. verification of identity;

2. proof of right to work in the UK (e.g. a valid British passport/work visa);

3. confirmation that the applicant is not subject of a Prohibition from Teaching Order from the Secretary of State; (teaching posts only);

4. for teachers who obtained QTS after 7 May 1999, verification of successful completion of the statutory induction period; (teaching posts only)

5. for management and leadership posts a Section 128, Prohibition from Management check;

6. a Barred List check;

7. receipt of two satisfactory references; (see section on Short listing and references);

8. verbal confirmation they are medically fit to undertake the post at the Suitability Interview.
At offer stage and prior to start date:
9. receipt of a satisfactory Enhanced DBS and Barred List check for regulated activity from the Disclosure and Barring Service (DBS) plus, where the applicant has worked or been resident overseas within the previous five years, such checks and confirmation as the School may require in accordance with statutory guidance;

10. confirmation of suitability to work with children by completion of the Suitability Self-declaration Form;

11. satisfactory medical clearance following completion of a written Self-declaration Medical Form;

12. proof of any professional qualifications required for the post and verification of professional status;

Post Start Date
13. satisfactory completion of the specified probation period. Initial employment will be on the basis of a probationary period. The School will assess and review work performance during this time and reserves the right at any time during this period to terminate employment with the requisite written notice. The School also reserves the right to extend probationary periods should it be deemed necessary.

Where the conditions of offer are not satisfied within the specified periods, the school reserves the right to delay the start date and/or withdraw the offer and terminate the appointment by the issuing of the notice period specified for the post.

Short listing and references
Short-listing of applicants will be against the person specification detailed for the post.

Where possible, references will be taken up at the shortlisting stage, so that they can be probed if required during interviews. Where this is not possible e.g. where applications are confidential from the applicant’s current employer, this will be done at the offer stage, before the individual’s start date and before confirmation of the offer.

The school will seek two references directly from the referees to cover the most recent employment or personal history. One reference should be from the individual’s most recent or current employer. If the individual cannot provide a second employment reference then a character reference will be accepted from a nominated individual who has known the applicant. The nominated individual must not be related to the applicant.

References, testimonials or “to whom it may concern” references provided by the applicant will not be accepted.
Where necessary, referees will be contacted by telephone or email in order to clarify any statements made on the reference. A detailed written note will be kept of any such exchanges.

Where deemed necessary by the School, employers within the last 5 years of employment history who have not been named as referees, may also be contacted in order to clarify any details of the applicants’ employment history. A detailed written note will be kept of any such exchanges.

Written reference requests to current/past employers will be made by the HR Recruitment Team or Head’s PA at Dunhurst on behalf of the Recruiting Manager/school using a standard reference form. Referees will always be asked specific questions about:

- 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 this post.

Written character reference requests will be made by the HR Recruitment Team or Head’s PA at Dunhurst on behalf of the Recruiting Manager/school also using a standard reference form. Referees will always be asked specific questions about:

- the candidate’s suitability for working with children and young people.

School employees are entitled to see and receive, if requested, copies of both their employment and character references.

To expedite the receipt of references the Recruiting Manager/HoD may obtain telephone references from the candidate’s nominated referees. The standard telephone reference form should be used to ensure all relevant safeguarding questions have been covered, with notes on responses recorded on the form. A completed copy of the form should be forwarded to the referee at the end of the telephone interview process for their records.

**Prohibition from Teaching Check**

Where an applicant is employed to undertake a teaching post, a Prohibition from Teaching check will be made using the Employer Access Online Service.

Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children’s homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.
Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.

**Prohibition from Management Check (Management and leadership posts)**

Proprietors and staff with management responsibility must be checked to ensure that they are not prohibited from taking part in the management of an independent school by a directive issued by the Secretary of State under section 128 of the Education and Skills Act 2008.

Where an applicant is to undertake a management or leadership post, i.e. Head of Department post and above, a Prohibition from Management check will be made, via the DBS, once the successful candidate has been offered the post.

**The selection process**

Selection techniques for each post will be determined by the nature and duties of the vacant post.

Telephone interviews may be used for long-listed candidates.

Short-listed candidates will attend a face-to-face interview (which may be conducted via a visual electronic link).

A Suitability Interview will be completed by the HR Recruitment Team with all short-listed candidates during which, in addition to other statutory checks, the applicant will be required to:

- explain to the satisfaction of the School, any gaps in employment;
- explain to the satisfaction of the School, any anomalies or discrepancies in the information declared on their application form or on references;
- declare any information that is likely to appear on a DBS check;
- confirm their medical fitness to undertake the post;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

**Pre-employment checks at interview**

All applicants selected for interview are required at the interview stage to:

- provide proof of identity, including any changes to name / surname;
- provide proof of address
- pass a prohibition from teaching check (teaching posts only);
- pass a prohibition from management check (management and leadership posts only);
- pass a barred list check;
- provide original copies of certificates of professional qualifications necessary for the post, as stated on the person specification and declared in the individual’s application form;
- provide proof of their right to work in the United Kingdom.
All applicants will be required to bring their identification documentation to the interview, such as passport, birth certificate, change of name documentation, driving licence etc. as proof of identity/eligibility to work in UK in accordance with the requirements set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

**Pre-employment checks at the offer stage**

Once an offer of employment has been made the following pre-employment checks will be completed prior to the applicant’s start date.

**Individuals who have lived or worked outside the UK**

When an offered candidate has lived or worked (including studying) in a foreign country for a period of 3 months or more within the last 5 years, a Certificate of Good Conduct will be obtained (where possible) from the embassy of the country in which the offered candidate has specified they have spent a significant period of time.

There are some exemptions to this:

- Where the applicant is an existing employee and has already provided the certificate, which can be used for future appointments providing that there is no break in service.

- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce.

- Applicants that are seeking asylum, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the offered candidate and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then the School will take a considered view on the risk to the School and if any additional checks will need to be made to satisfy its legal obligations.

**Suitability Self-declaration Form**

All offered candidates will be required to confirm their suitability to work with children by completion of a Suitability Self Declaration Form.

Where relevant, all applicants must also complete the section on the form relating to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children.
Where a positive declaration is made, a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

- Early Years provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and

- Later Years provision (for children under 8) - staff who are employed to work in childcare provided by the School outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school care.

Self-declaration Medical Form
Successful candidates must complete a written Self-declaration Medical Form and, where required, attend an appointment with the School's Occupational Health Practitioner at the School’s expense to ensure a satisfactory medical report following a medical examination.

Enhanced DBS & Barred List check
A satisfactory Enhanced DBS and Barred List check for regulated activity must be obtained from the Disclosure and Barring Service (DBS) plus, where the new employee has worked or been resident overseas within the previous five years, such checks and confirmation as the School may require in accordance with statutory guidance;

Post Start Date
The employee must satisfactorily complete the probation period specified for the post.

Single Central Record
All pre-employment checks will be recorded on the Single Central Record maintained and updated by Human Resources. The single central record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the School. Confirmation that these checks have been carried out, along with the date the check was undertaken/obtained, must be logged on this record for all employees and workers of the school.
Induction
The 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.

Regular probation meetings will be held during the first 6 months/two terms of employment between the new employee(s) and the appropriate manager(s).

Making this policy work
This policy is updated by the HR Manager and reviewed in accordance with legislative changes by the Head of HR. Recommendations for any amendments are reported to The Bursar.

The School will continue to review the effectiveness of this policy to ensure it is achieving its stated objectives.