



## **Safer Recruitment Policy**

### **Aim of The Langley Academy Trust**

To provide an outstanding education for every child in the trust through high aspirations and through the principles of quality learning using curiosity, exploration and discovery.

### **Links**

This policy should be read in conjunction with the Child Protection Policy and the Equality Policy  
It is based on the following Statutory Guidance:

- Keeping Children Safe in Education, September 2018
- Disqualification under the Childcare Act 2006, February 2015
- Equality Act, 2010

### **Principles**

The Langley Academy Trust is committed to providing a safe and secure environment for children, staff and visitors.

### **Purpose**

This policy sets out the minimum requirements of the recruitment process that aims to

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children and young people
- Identify and reject applicants who are unsuitable for work with children and young people
- Put systems in place to prevent unsuitable candidates from applying for position.

All appointing staff and interview panel members will be briefed on this policy before selecting applicants for interview or interviewing.

### **Guidelines**

#### **Considering the vacancy**

When a member of staff leaves the Academy, the Headteacher should assess whether their role needs to be replaced by reviewing how the role meets the Academy's present and future needs. Where an increase in student numbers or change in curricular provision generates the need for additional staff, it is the Headteacher's responsibility to assess the level and nature of that need and whether it can be resourced within the annual budget.

Headteacher should consider whether a vacancy could be efficiently filled through a part-time appointment or the extension of the contract of an existing member of staff. Consideration should be given to how best to protect the continuity of students' learning.

#### **Job Description and Person Specification**

The job description should outline the duties and responsibilities of the job and state whether the post requires Enhanced check carried out by the Disclosure and Barring Service (DBS). Additionally, it should include the scope of the job in terms of responsibility for working with children and young people in a supervised or a non-supervised capacity. The job description will include a section that stipulates

safeguarding responsibilities for example those outlined in the Teachers' Standards. The person specification should outline the characteristics and attributes of the ideal candidate.

### **Advertising**

Headteacher should consider whether to advertise the post both internally and externally or internally only. The principal considerations should be the comparative probabilities of securing a candidate of the highest quality and the comparative costs.

In deciding where to place advertisements, consideration should be given to comparative costs, effective targeting and effectiveness in reaching groups already underrepresented among the staff. All advertisements should clearly state the Academy's commitment to safeguarding children and young people, as well as the requirement for candidates to undergo a DBS check. A copy of the advertisement should be circulated within the Academy immediately prior to or contemporaneously with the appearance of any external advertisement. In addition, any individual may be notified personally of the existence of the vacancy and advertisement.

Where recruitment for a particular post is judged to require specialist recruitment techniques, an external agency or consultancy may be engaged to manage the recruitment in whole or in part.

### **Inviting Applications**

All recruitment advertisements will include a statement referring to The Langley Academy Trust's commitment to safeguarding children and young people and that all appointments are subject to a satisfactory check by the Disclosure and Barring Service (DBS)

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification;
- TLAT Child Protection Policy
- TLAT Safer Recruitment Policy
- Application form

All prospective applicants must complete an application form in full, CVs alone are not accepted.

### **Information Pack**

An information pack should be prepared prior to the appearance of an advertisement. Where possible it should be made available for download online. The information pack provides a valuable opportunity to show a very favourable image of the Academy to many more people interested in the work of Academies than it will be possible to invite for interview, so it must be of a high quality and should include:

- background information describing the Academy
- contextual information relating to the role and its position within the staffing structure, including safeguarding expectations
- a copy of the Academy's standard application form which includes a brief statement on equal opportunities
- job description
- person specification
- copies of the Academy's policies relating to safeguarding and Child Protection equal opportunities monitoring form
- TLAT Child Protection Policy, TLAT Safer Recruitment Policy, Application Form

### **Short Listing and References**

- Short-listing of candidates will be against the person specification for the post
- References will be requested prior to employment so that any discrepancies can be investigated. This will be with the candidate's permission.

- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- References will include, for all staff, if the candidate is under any disciplinary or capability procedure or has any warning that has not expired
- In line with our safeguarding procedures, previous employers will be asked if there are any concerns or any warnings or investigations concerning the welfare of children either current or spent. Where necessary, referees will be contacted by telephone using the landline number in order to clarify any anomalies or discrepancies. A detailed note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies - a detailed written note will be kept of such exchanges
- Referees will always be asked specific questions regarding:
  - 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 and young people and
  - the candidate's suitability for this post
- For staff that have previously worked in a school, the school must be one of the referees.

### **The Selection Process**

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face unless there are exceptional circumstances that require a phone/Skype interview. All interviews will include a rigorous safeguarding question.
- All job descriptions and person specifications will have reference to safeguarding
- Candidates will always be required to:
  - Explain satisfactorily any gaps in employment;
  - Explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
  - Declare any information that is likely to appear on a DBS disclosure;
  - Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults through questions in the interview or task
- The Langley Academy Trust will:
  - Confirm the outcome of the interview to the applicant within one week
  - Give detailed feedback on the interview if requested by the applicant

### **Selection**

The Headteacher should decide the size and composition of the Selection Panel, taking into account the nature and seniority of the post. It should include at least three people for all posts carrying management responsibility, and two people for all other posts. At least one panel member must have safer recruitment training for all appointments.

The Selection Panel should undertake a shortlisting process to select candidates for interview. The Selection Panel should include those persons that will interview for the post. The selection criteria should be based on the job description and the person specification. A record of the decisions should be made, including the reasons why unsuccessful applicants were not selected for interview.

References will be sent for in relation to all shortlisted candidates prior to interviewing, in line with safer recruitment principles.

The arrangements for interviews affect how the Academy is perceived by both successful and unsuccessful candidates. The arrangements should take account of any reasonable requests made by candidates with disabilities or special dietary requirements. Where candidates will be required to undertake particular activities, for example teaching a sample lesson or making a presentation, the Selection Panel should have a clear rationale, including how the outcomes relate to the job or person specifications, and the shortlisted candidates should be fully informed of the requirements with sufficient notice to plan their approach and prepare resources or presentations.

The Selection Panel should also make effective provision for candidates to learn about the Academy and the role in more detail, for example by touring the buildings in normal operation and meeting relevant staff and students. Additionally, candidates' motivations for wishing to work with children and young people will be probed at interview.

Panel members should meet sufficiently in advance of the start of interview to plan the interviews, including agreeing questions and protocol. Following the interview process, a record of the decisions should be made, including the reasons why those not selected were unsuccessful. The record should be sufficiently detailed to allow comprehensive feedback to each candidate regarding their relative strengths and areas for development throughout the selection process.

Once the decision has been made, all candidates should be notified of the outcome as soon as is practicable.

The selection procedure may not contravene the law relating to discrimination on grounds of sex, race, disability or age.

### **Conditional Offer**

The offer of appointment to an external candidate will normally be conditional on receipt of:

- Satisfactory references, one of which must be verbally confirmed. Satisfactory clearing by the Disclosure and Barring Service. Any disclosures on the DBS will be referred to the Executive Principal
- References that meet the JD and PS For non-EU citizens, satisfactory evidence of permits to work and reside in the UK
- In the case of posts to be filled by qualified teachers, for appointees who have not successfully completed recognised teacher training within the EU, satisfactory evidence that they have been awarded qualified teacher status for UK secondary schools.
- If staff have been abroad "good conduct" certificates to be obtained from the embassy.

Any written offer of appointment must state that it is conditional, clearly indicating the information on which the offer is dependent.

The Headteacher is responsible for deciding the level of pay for the successful candidate. The decision should be in accordance with the Trust's Pay Policy and reflect the qualifications and experience of the successful candidate.

### **Employment Checks**

Following the offer of a position all successful applicants are required to:

- Provide proof of identity
- Complete an online DBS disclosure application and receive satisfactory clearance

- Complete a disqualification by association form
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- If teaching staff, provide proof of teaching qualification

### **Induction and Probation**

- Nobody will start their employment unless a satisfactory DBS certificate has been issued and a disqualification by association declaration has been submitted and approved
- All staff will have access electronically to safeguarding guidelines and policies. These will include; Code of Conduct, Keeping Children Safe in Education, Safeguarding and Child Protection, Safer Recruitment and Staff Discipline
- All new staff will be part of an induction programme as soon as possible after their start date.
- Safeguarding training will be conducted prior to the commencement of the role and at least yearly thereafter
- All new staff will be subject to a 6 month probation period.
- In relation to safeguarding procedures and policies, staff will be checked to ascertain if they have read and understood training and policies including keeping children safe in education and will receive additional training if required. Anyone who does not meet the required level of understanding will not pass probation.

### **Staff Records:**

All schools and Academies need to hold a single central register of the recruitment checks undertaken, including volunteers as well as paid staff. The SCR will be maintained by the HR Manager. All checks are detailed within this policy.

In line with the Disqualification under Childcare Act 2006 (revised February 2015) all staff (including trainees, volunteers and Agency staff) are required to inform the school where their relationships and associations, both within and outside of the workplace (including online), may have implications for the safeguarding of children in the school. This includes:

- a) Inclusion on the Disclosure and Barring Service (DBS) Children's Barred List
- b) being found to have committed certain violent and sexual criminal offences against children and adults which are referred to in regulation 4 and Schedules 2 and 3 of the 2009 Regulations (note that regulation 4 also refers to offences that are listed in other pieces of legislation);
- c) certain orders made in relation to the care of children which are referred to in regulation 4 and listed at Schedule 1 of the 2009 Regulations;
- d) refusal or cancellation of registration relating to childcare,<sup>3</sup> or children's homes, or being prohibited from private fostering<sup>4</sup>, as specified in Schedule 1 of the 2009 Regulations;
- e) being found to have committed an offence overseas which would constitute an offence regarding disqualification

The member of staff will be informed that DBS Service will be contacted. Staff should inform the school of any changes to their relationships or associations which would impact on the safeguarding of children.

**Recruiting volunteers and governors:**

We believe that the Trust's most valuable asset is the quality and range of staff that provide the caring and stimulating learning environment in which each of our pupils will flourish. With this in mind, we welcome the effective contribution that volunteers can bring.

**Procedure for Application**

It is the policy of the Trust that, to ensure the protection of our pupils, all volunteers working in the school need to:

1. Complete an application form and provide the names of two referees.
2. Complete an online DBS check
3. Complete a Disqualification by Association form

Volunteers are required to follow the afore-mentioned application process. Before considering any applications, volunteers must visit the school for an informal meeting which will include: a tour of the school and an informal discussion about the volunteer's role. They will also receive all the relevant paperwork in order to apply to be a volunteer.

Once satisfactory references have been provided and upon receipt of satisfactory DBS clearance people will be able to start volunteering.

The teacher is the principal point of contact and volunteers will be under his/her direction. The teacher will meet with a volunteer before the agreed start date, and an induction process will be followed and a handbook distributed.

Each day the teacher will provide volunteers with:

- Clear guidelines about the activity
- All the materials they need.

At the end of each session, volunteers should report to the class teacher about how the activity went and how they got on.

Throughout visits, volunteers are implored to ask if there is anything that they are not sure about or if they require further clarification.

Parents volunteering to attend school day trips do not have to complete an application form or get DBS clearance but they must be accompanied on the trips at all time by a staff member who has the correct clearance.

**Recruiting governors and trustees:**

When appointing Trustees to the Trust Board, The Langley Academy Trustees will consider the results of their skills audit to be sure of the needs of the Trust. The Trust seeks its Trustees based on their relevant business and educational experience and will advertise for the role as required. The Trust has statutory responsibility for all academies within the Trust and for appointing the members of each Local Governing Body (LGB). The principle aim of the LGB in each academy is to focus on Pupil Outcomes. The academy community will be notified of Governor vacancies via notification from the Chair of the Trust or LGB; this notification will detail expectations of time, attendance and skills. Parents will be invited to apply by completing the Nomination cycle. All Governor and Trustee applications are reviewed by The Langley Academy Trust. DBS checks will be carried out for Governors and Trustees and details recorded in the SCR.

**Recruiting overseas staff:**

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff in schools or colleges. In addition, the Headteacher may consider further checks necessary based on factors such as the amount of information disclosed in the DBS check, and the length of time the individual has been in the UK so that any relevant events that occurred outside the UK can be considered. In such cases, the Headteacher will ask applicants from overseas to get a criminal records check, or 'Certificate of Good Character' [also known as a 'certificate of good conduct'], from their country of origin.

Further guidance on obtaining overseas criminal records can be found at:

<https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>

**Recruiting supply staff:**

In line with guidance, The Langley Academy Trust will obtain written notification from any agency, or third-party organisation, that they have carried out the checks on an individual who will be working at The Langley Academy Trust that we would otherwise perform. This must include, as necessary, a barred list check (including Disqualification by Association check), prior to appointing that individual. The Headteacher of the specific academy will also check that the person presenting themselves for work is the same person on whom the checks have been made.

**Safeguarding and Safer Recruitment Training:**

Safeguarding training will be carried out as part of the induction process. In addition to this, staff and Governors will receive the relevant, approved Safeguarding Training. Staff and Governors who will form part of the Recruitment process will also receive Safer Recruitment training. Safeguarding training will be renewed in line with the Child Protection Policy.

**Policy Statement on the Recruitment of Ex-offenders**

As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, The Langley Academy Trust complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

The Langley Academy Trust is committed to the fair treatment of its staff, potential staff or users of its services, in accordance with the Equality Act 2010.

**All positions at The Langley Academy Trust, without exception, are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.** DBS checks form part of The Langley Academy Trust's recruitment process and all applicants called for interview must provide details of their criminal record on the application form. Applicants should be aware that a person on the sex offenders register or with a conviction that is shown on the DBS is prohibited from applying for a post to work with children or young adults. Applicants should also declare if any sanctions have been imposed on them by a regulatory body (e.g. the former General Teaching Council).

The Headteacher will make the final decision on whether a candidate is suitable to work with The Langley Academy Trust. He/She will have been suitably trained to identify and assess the relevance and circumstances of offences and will have received appropriate guidance and training in any relevant legislation.

At interview, or in a separate discussion, The Langley Academy Trust 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.

The Langley Academy Trust will make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.

The Langley Academy Trust will undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

**Appointment checklist for teaching staff:**

<b>Procedure</b>	<b>Related Actions</b>	<b>People Responsible</b>
Review of Vacancy	Review current staffing	Headteacher
Development of advert	Wording & Format to be agreed	Headteacher
Determine salary range		Headteacher/FD
Placing advertising		Human Resources
Recruitment Pack	Letter from Sponsor Letter from Executive Principal Letter from Executive Principal/Headteacher Application Form Safeguarding & Safer Recruitment Policies	Human Resources
Short-Listing		Headteacher
Invitation to interview		Human Resources
Interview Schedule agreed		Headteacher
References sought		Headteacher
Questions Prepared		Headteacher
Interviewer Packs prepared		Human Resources
Offer post to successful candidate		Headteacher
Contact other candidates		Headteacher
Offer Letter		Headteacher
Contract Issued		Human Resources
Induction Process		Headteacher

**Summary of Recruitment roles & responsibilities:**

<b>Task</b>	<b>Person Responsible</b>
Training takes place for new recruits	Human Resources / Safeguarding Lead
Ensure Recruitment process is conducted correctly	Headteacher
Check Staff & Governor’s documentation	Human Resources
Apply for DBS and other checks	Human Resources
Follow up irregularities from criminal checks	Headteacher
Maintain SCR	Human Resources
Gathering documents from staff attending interview	Human Resources
Ensure protocols for visits are followed	Administrative Team Leader
Ensure supply staff agencies are compliant with vetting procedures	Human Resources
Dealing with safeguarding & employment issues	Headteacher with Safeguarding Lead
Communicating safeguarding issues	Headteacher with Safeguarding Lead

**Monitoring and Review:**

The Langley Academy Trust will review this policy on an annual basis. The Executive Principal, Headteachers and Human Resources Manager will ensure that the Safer Recruitment policy and Staff Appointment Procedures reflect the latest Statutory Guidance.

**Review date: February 2019**

**Ratified date: February 2019**

**Author: Polly Bennett**

**Review Date: February 2020**

Appendix 1 Reference Risk Assessment

References must:

- 1) Cover/explain all gaps in employment
- 2) Once must be from the last employer.

Where references do not meet the correct criteria we would complete a risk assessment:

Questions	Answers	Action Required
Have you ever been convicted of any crime?		
Have you ever been arrested?		
Have you ever been involved in a domestically violent relationship?		
Have you been addicted to an illegal substance		
Have your children ever been subject to support from social care?		
Have you ever been subject to investigation regarding the welfare of children		
Have you ever been subject to investigation regarding sexual misconduct?		

If we are aware of any child protection issues, the following question should be asked:

Have any of the applicants children been subject to any child protection support or intervention?

