

## 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 Safeguarding Policy and the Equality Policy  
It is based on the following Statutory Guidance:

- Keeping Children Safe in Education, September 2015
- 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

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 Executive Principal/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 Executive Principal's/Headteacher's responsibility to assess the level and nature of that need and whether it can be resourced within the annual budget.

The Executive Principal/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 Standard or 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 person specification should outline the characteristics and attributes of the ideal candidate.

## **Advertising**

The Executive Principal/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 Safeguarding Policy
- TLAT Safer Recruitment Policy
- Application form

All prospective applicants must complete an application form, 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 should 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
- 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

## **Short Listing and References**

- Short-listing of candidates will be against the person specification for the post
- Where requested and where possible, references will be taken up before interviews, so that any discrepancies can be probed before and discussed
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- For teaching staff, employers will be asked whether the teacher has been subject to

- disability or capability procedures in a recent period (2 years).
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies - a detailed written 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

### **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 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.
- 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 Executive Principal/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 should have safer recruitment training.

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
- Satisfactory evidence of qualifications claimed on the application form
- Satisfactory clearance by the Criminal Records Bureau
- Satisfactory clearance from List 99
- 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.

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 Academy'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 new staff receive a Staff Handbook including safeguarding guidelines and policies
- All new staff will be part of an induction programme including Safeguarding Training asap after their start date and at least every two years thereafter.
- All new staff will be subject to a 6 month probation period.

#### **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 Head of Personnel. All checks are detailed within this policy.

#### **Disqualification by Association:**

In line with the Disqualification under Childcare Act 2006 (revised February 2015) all staff (including trainees, volunteers and Agency staff) are required to complete a 'Disqualification by Association' form. Where declarations are made, that fall within the 2006 Act and 2009 Regulations disqualification criteria (listed below):

- 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. living in the same household where another person who is disqualified lives or is employed (disqualification 'by association') as specified in regulation 9 of the 2009 Regulations;
- f. being found to have committed an offence overseas which would constitute an offence regarding disqualification

The member of staff will be informed that OFSTED will be contacted. Staff cannot work with children until OFSTED provided permission that employment can continue, such as a waiver.

#### **Recruiting volunteers and governors:**

We believe that the Academy'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 Academy that, to ensure the protection of our pupils, all volunteers working in the school need to:

1. Complete an application form (including a passport sized photograph) 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 when 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.

#### **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 Executive Principal/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 Executive Principal/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.

#### **Recruiting supply staff:**

In line with guidance, The Langley Academy Trust will obtain written notification from any agency, or third-party organisation, that is used 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 Langley Academy Primary will also check that the person presenting themselves for work is the same person on whom the checks have been made.

#### **Recruiting governors:**

Before appointing Governors to the Local Governing Body, The Langley Academy Trust will conduct a skills audit to be sure of the needs of the Governing Body. The principle aim of the Local Governing Body will be to focus on Pupil Outcomes. The school community will be notified of Governor Vacancies via notification from the Chair of the Trust; this notification will detail expectations of time, attendance and skills. Parents will be invited to apply by completing the Nomination cycle. The Trust seeks other Governors based on business and educational links, as well as advertising nationally. All Governor applications are reviewed by The Langley Academy Trust. DBS checks will be carried out for Governors and details recorded in the SCR.

#### **Safeguarding 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. Governors who will form part of the Recruitment process will also receive Safer Recruitment training. All Safeguarding training will be renewed every two years.

#### **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. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

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 we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Applicants should be aware that it is a criminal offence to apply for a post working with children or young adults if they have been named on the former DfE List 99 or the Protection of Children Act List or on the current DBS list. Applicants should also declare if any sanctions have been imposed on them by a regulatory body (eg the former General Teaching Council).

We request that, if applicable, this information is sent under separate, confidential cover, to the Personnel Manager at The Langley Academy and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

The Executive Principal/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	Executive Principal/Headteacher
Development of advert	Wording & Format to be agreed	Executive Principal/Headteacher
Determine salary range		Executive Principal/FD
Placing advertising		Personnel
Recruitment Pack	Letter from Sponsor Letter from Executive Principal Letter from Executive Principal/Headteacher Application Form Safeguarding & Safer Recruitment Policies	Personnel
Short-Listing		Executive Principal/Headteacher
Invitation to interview		Personnel
Interview Schedule agreed		Executive Principal/Headteacher
References sought		Executive Principal/Headteacher
Questions Prepared		Executive Principal/Headteacher
Interviewer Packs prepared		Personnel

Offer post to successful candidate		Executive Principal/Headteacher
Contact other candidates		Executive Principal/Headteacher
Offer Letter		Executive Principal/Headteacher
Contract Issued		Personnel
Induction Process		Executive Principal/Headteacher

**Summary of Recruitment roles & responsibilities:**

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

**Monitoring and Review:**

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

**Review date: November 16**

**Ratified date: November 16**

**Review Date: November 17**