

## THE KING'S SCHOOL IN MACCLESFIELD



### SAFER RECRUITMENT POLICY

#### POLICY STATEMENT

King's is committed to safeguarding and promoting the welfare of children and young people. We expect and require all staff, pupils and volunteers to share this commitment. This policy statement and the **School's Recruitment Procedures**, which set out the requirements in more detail, are compliant with government advice on Safeguarding Children and Safer Recruitment in Education.

#### EQUAL OPPORTUNITIES

Promoting equal opportunities is fundamental to the aims and ethos of King's. We welcome applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. In line with our aims, we concentrate on educating ambitious and well rounded individuals in a friendly, polite and caring community where each pupil feels valued and can flourish. This commitment is shared by pupils, parents, staff and governors.

King's is committed to equal opportunity for all, regardless of an individual's race, ethnicity, sex, disability, religion or belief, cultural background, sexual orientation, gender reassignment, pregnancy or maternity. Offers of employment will be made by an assessment of an individual's merit for the post, taking into account qualifications, experience and the needs of the school.

#### PROCEDURE FOR SAFER RECRUITMENT

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the procedure. It starts with the process of planning the necessary recruitment and, where the post is advertised, ensuring that the advertisement makes clear the school's commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. A checklist is used to sign off each stage of the recruitment process in line with our statutory requirement, which is transferred on to Single Central Register as a permanent record.

This policy and detailed further information about the vacant position inclusive of job description and person specification will be available on the school website. The school's electronic application form will make appropriate reference to the importance the school attaches to Safeguarding and all applicants will be advised of the need to undertake an Enhanced DBS Disclosure should they be successful. The school's application form will make provision for applicants to record their employment history.

## Application Form

The School will only accept applications from candidates completing the relevant application form in full. CVs will not be accepted in substitution for completed Application forms.

The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.

As the position for which candidates are applying involves substantial opportunity for access to children, it is important that applicants provide the School with legally accurate answers.

King's undertakes not to discriminate unfairly against any applicant who is the subject of an Enhanced Disclosure on the basis of a conviction or other information revealed. Applicants are asked to declare all convictions, including spent ones, as defined in the Rehabilitation of Offenders Act 1974 and are requested to provide details of any criminal record. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website. The application form asks that information that is not filtered is sent under separate, confidential cover. This information will only be seen by those who need to view it as part of the recruitment process.

Disclosed information will be assessed by the Headmaster and/or the Director of Finance before any decision about short-listing is made. All candidates are warned that failure to reveal information that is directly relevant to the post could lead to withdrawal of an offer of employment or summary termination of employment if this has commenced before the failure is discovered. Having a criminal record will not necessarily bar an applicant from working at King's. This will depend on the nature of the position and the circumstances and background of his/her offence(s). However, in all cases, the welfare and safety of pupils will be the paramount consideration.

All successful applicants will be required to complete an Application for Disclosure and Barring Service. Additionally, successful applicants should be aware that they are required to notify the school immediately if they know for any reason why they should not be working with children. This includes any staff who are disqualified from childcare.

"Childcare" means any form of care for a child who is aged 5 or under. If you have any concerns in relation to this, please discuss this informally with the HR Officer.

The Childcare Act 2006 (Act) and the Childcare Disqualification Regulations 2009 (Regulations) apply to those providing early years childcare or later years provision (LYP), including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare. All shortlisted candidates will be required to complete an additional self-declaration form with respect to this.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify a candidate for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

## **Short listing**

All applications will be scrutinised to ensure that they are fully completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment. Incomplete applications will not be accepted. Any anomalies or discrepancies or gaps in employment identified by the scrutiny will be noted so that they can be taken up as part of the consideration of whether to short list the applicant. All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

## **References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They are always sought and obtained directly from the referee; we do not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom it May Concern". Referees are asked to give any reason why the applicant should not be employed for work with children. Applicants should be aware that any previous employer may be contacted prior to interview. All email references are verified to ensure that the sender is genuine and appropriate.

## **Interviews**

The interview will assess the merits of each candidate against the job requirements and explore their suitability to work with pupils. The selection process will involve a face-to-face interview and in addition to assessing and evaluating the applicant's suitability for the particular post, it will also explore:

- the candidate's attitudes toward children and young people;
- their ability to support the School's agenda for safeguarding and promoting the welfare of children;
- any gaps in the candidate's employment history,
- and any concerns or discrepancies arising from the information provided by the candidate and/or their referee.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary for the post, along with photographic ID to confirm identity.

Interviews will be conducted by appropriately trained and experienced staff and will always include a member of staff trained in safer recruitment.

## **CONDITIONAL OFFER OF EMPLOYMENT**

In accordance with the recommendations set out in Keeping Children Safe in Education (KCSIE) and Disqualification under childcare Act 2006 (DUCA) and the requirements of the Education (Independent School Standards) regulations 2014, the school carries out a number of pre-employment checks in respect of all prospective employees.

## **Pre-Employment Checks**

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview) and right to work in the UK;
- A satisfactory DBS Disclosure at Enhanced level; or where an applicant subscribes to the DBS Update Service the applicant must give consent to the School to check there have not been changes since the issue of a disclosure certificate.
- Satisfactory Prohibition from Leadership and Management s.128 check under the Education and Skills Act 2008 or a s142 check under the Education Act 2002 (if applicable)
- Receipt of signed Staff Suitability Declaration form showing you are not disqualified from providing childcare under Childcare (Disqualification) Regulations 2009 (if applicable).
- Satisfactory Prohibition check clearance for teaching staff
- Verification that the candidate has not been radicalised and that they do not support terrorism or any form of "extremism"
- verification of the candidate's medical fitness;
- verification of qualifications and
- satisfactory completion of a probationary period.

An Enhanced DBS check will routinely be obtained before employment starts. Employment at the school cannot begin prior to the completion of a Barred List check and an application for an enhanced DBS and other relevant checks dependant on the post applied for. Staff in these circumstances should not have unaccompanied access to children.

## **Overseas Candidates and Gap Students**

Enhanced DBS Disclosures will be completed on staff who have resided overseas (including 'Gap Year' students) in accordance with the specialist direction issued by the government. For Gap students and other overseas candidates an Enhanced DBS Disclosure is sought while the applicant is still overseas and prior to the commencement of placement. Consistent with Home Office guidance, enhanced recruitment and monitoring procedures apply for those staff who do not have a permanent right to work in the UK.

## **CONTRACTORS**

Contractors who employ staff to work with, or provide services for the School, must also adopt and implement Safer Recruitment procedures where reasonable and practicable. The Director of Finance will monitor the contractor's compliance and request that the contractor provides evidence of having obtained Enhanced Disclosures for all staff working frequently or intensively on the School site.

## **SUPPLY STAFF (AGENCY)**

When the School needs to use a supply agency to support recruitment needs, the following guidelines apply:

- The supply agency **MUST** provide written notification that all appropriate safeguarding checks have been made before a supplied person can commence work at King's.
- In cases where the DBS Disclosure contains information, then the School **MUST** receive a copy of the DBS Disclosure before a supplied person can commence work.
- The DBS Disclosure must have been made not more than 3 months prior to the commencement of employment at the School.
- The School has the right to complete the full recruitment checks on an agency worker should they feel the need to do so
- The person offered for supply must satisfy the identity checks that all employees of the School are subject to (irrespective of any previous identity check).

## **VOLUNTEERS**

If the School is actively seeking volunteers, and those concerned are considering candidates about whom they have little or no recent knowledge, we will adopt the same recruitment measures that would apply to paid staff. In other circumstances, for example where a parent who is well known is asked to take on a particular role that is likely to last for a substantial period, a streamlined procedure will be adopted by seeking references, checking to ensure others in the School community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a DBS Disclosure.

In other circumstances, e.g. where a volunteer's role will be a one-off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, such measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of pupils. This also extends to secondary school pupils on work placements (or similar) and students aged 18 or over in a normal student capacity. However, any overnight supervision would require an Enhanced DBS and barred list check.

Where volunteers recruited by another organisation work at King's, e.g. Sports Coaches from a local club, the supervising member of staff is to obtain assurance from that organisation that the person has been properly vetted. The School will request written confirmation from the organisation that the appropriate checks have been performed however, the school would expect to check identity on arrival regardless. Dependant on the duration of the placement, the volunteer may be subject to the full DBS check. This will normally be undertaken in consultation with the HR Officer.

It is King's policy that any unsupervised volunteer, whose presence is frequent and regular, will be subject to an enhanced DBS check barred list check at the appropriate level.

The School will refer to the Department of Education (DfE) document, 'Keeping Children Safe in Education' and any amended version in carry out the necessary required DBS checks.

## **INDUCTION**

All staff and volunteers, regardless of previous experience, will receive a School Induction. The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer, but as far as safeguarding and promoting the welfare of children is concerned, the induction programme will be comprehensive and refer to the relevant policies and procedures. All successful candidates

will be emailed the safeguarding policy prior to commencement in order to review and understand their responsibilities in this area

## **REPORTING**

The school will report to Disclosure and Barring Service (DBS) and the Teaching Regulation Agency (TRA) any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children.

## **RETENTION AND SECURITY OF DISCLOSURE INFORMATION**

The School's Policy is to observe the guidance issued or supported by the DBS on the use and retention of disclosure information. The School will process personal information in accordance with its Staff Privacy Notice.

*Author: HRO*

*Approved: Finance & General Purposes Committee,*

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