



## BOUNDARY OAK SCHOOL FAREHAM

# Recruitment Policy 2016

### Policy History

**Original Author:**

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**Date:**

**September 2014**

**Person responsible for latest revision:**

**James Polansky**

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**Sep 2015, Jul 2016**

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**Sep2015, Jun2016 (JP)**

**Proposed review date:**

**July 2017**



## Recruitment Policy and Procedure

WE MUST ALWAYS ENSURE WE ADHERE TO THE SAFER RECRUITMENT GUIDELINES WHICH ARE INCLUDED IN THIS POLICY

First seek the Proprietor's approval for any appointment. There should be a form for each position with maximum salary and any special conditions.

Upon receipt of above, place an advert on our website and, if necessary, elsewhere. Any paid advert needs a purchase order signed off before this can be placed.

### Adverts

Every advert must have the following wording included:

*"Boundary Oak School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service."*

### Application Pack

Along with the Application form and Job Specification, a 'Guide to Completing an Application Form' should go out with all Application Packs. When these documents are sent out, there should also be a note within the email/letter that the content of references may be discussed at interview and any anomalies with their Application Form can also be discussed at that time.

### Application form

Our Application form MUST be completed by the applicant, a CV or letter of application is NOT ACCEPTABLE unless accompanied by a fully completed Application Form.

Application form should include:

- Date of birth
- Details of disabilities and any long term illness
- GTC registration
- Full employment history in reverse chronological order starting with present employer
- Full explanation for periods when not in employment and reasons for leaving employment
- Signed statement of no previous convictions, cautions or bind-overs, no cases outstanding and not currently disqualified from working with children, including by association.

There should be a minimum of 2 professional references given (including current / previous employer).

### Upon receipt of Application

Look for gaps in employment, anomalies, discrepancies or omissions, these should be noted and will need to be followed up at interview.

References should be taken up before interview (unless they have ticked that they do not want this to happen). If not, make a note and ask why at interview.



## Interviews

A minimum of two people should interview. One should take notes; one should have a Safer Recruitment Certificate. There should be a list of questions, and all answers to Child Protection / Safer Recruitment questions should be noted down.

Where considered necessary, there should be some triangulation of interview techniques i.e. other relevant stakeholders to be involved in some format. This may be in the form of a lesson observation, in tray exercise or appropriate task. Professional knowledge and expertise is necessary for this process to be successful. Any other persons to be included at the time of interview are at the discretion of the professional panel and any opinions taken into account are evidence based. Informal meetings can be convened, but only where there is likely to be relevance to the appointment.

The appointment of Head rests exclusively with the Proprietor and his advisors.

Upon a decision being made as to who to recruit, the following procedure must be adhered to:

Verbal offer to be made, to include salary with proviso that this is subject to receipt of satisfactory DBS / references / qualifications etc (if these haven't been done/seen already. For the successful candidate at least one phone call should be made to one of the references to check authenticity. Remainder of package will be outlined in letter of offer to go out immediately.

HR File to be made up and form opened for Central Register (SS)

## Offer Letter

Offer letter to include salary, working hours, job description, enhanced DBS check(with barred list check), disqualification by association check declaration form, holidays, pension' probationary period. A copy letter needs to be sent to be signed and returned, to confirm their acceptance of same.

Before the applicant can start (an absolute MUST with teachers and anyone coming into close contact with children), we would need to have the following Recruitment Checks in place:

- Verify a candidate's identity. Identification checking guidelines can be found on the GOV.UK website;
- Check employment history from the information on the application form
- obtain (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity). This will be done before, or as soon as practically possible after, the person's appointment;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- verify the candidate's mental and physical fitness to carry out their work responsibilities by asking them to complete the medical questionnaire;
- verify the person's right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, will follow advice on the GOV.UK website;



- if the person has lived or worked outside the UK, we will make any further checks the school considers appropriate;
- verify professional qualifications, as appropriate.
- Check that a person taking up a management position is not subject to a section 128 direction made by the Secretary of State, either through the DBS application or for those who are not in a regulated activity, the prohibited list can be accessed via [Teacher Services system](#). This can be done whether or not the person is a teacher and without a teacher reference number.
- Two written references, followed by a verbal check
- Use the Teacher Services' system to ensure that the candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State.
- Staff are asked to complete a questionnaire on joining and annually on Disqualification by Association, which states that those working with children under eight in a school environment can be disqualified from doing so because of certain issues with members of their household. The guidance – Disqualification under the Childcare Act 2006 – was published in February 2015. It applies to members of school staff who:
  - teach or provide childcare during and outside school hours for children up to the age of five.
  - provide childcare in a school setting, but outside of school hours, for children up to the age of eight.

However, the guidance doesn't apply to someone working with over-fives and under-eights if they are just teaching them. School staff covered by the guidance may be judged unsuitable to work with children (as defined above) if the following is true of someone in their household:

- They have been convicted/cautioned for certain sexual and/or violent offences.
- Their children have been subject to certain court orders.
- They have been disqualified from private fostering.

Essentially, if someone in your household is disqualified or would be from registration as a childcare provider you may also be disqualified by association. The legislation applies to agency staff and volunteers as well as staff employed by a school. With regard to agency staff, the obligation to have fulfilled the requirements of the legislation is on the agency that employs them. Schools must obtain confirmation that agencies have done so.

### Central Register

All these details need to be included on the Central Register. The information should be requested at the appropriate times and logged/checked by the following listed below. The SCR will be checked on the first day of arrival of the new staff member and a member of SMT will sign off the SCR before the new member of staff is allowed into the school.



	Teachers	Peri	Non-teaching	Proprietors	Volunteers	Notes	Checked by
Name of member of staff							PJ
Post and start date							PJ
Identity Check						Address, DOB, passport	PJ
Professional Qualifications Academic qualifications				N/A		Originals eg GTC, QTS, PGCE, Degree	HK/JP
DBS date						since June 13 2015 certificate seen	PJ
Check of Barred list/List 99						If in regulated activity	PJ
Disqualification by association declaration form							PJ
Right to work in UK					N/A		PJ
Overseas Check inc EEA teacher sanctions and restrictions						EEA from NCTL Teacher's Services	PJ
Prohibition from teaching			N/A		N/A		PJ
Prohibition from Management						S128 via DBS or Teacher's services	PJ
References				N/A		Check written ref. with a verbal follow up	HK/JP
CVs				N/A	N/A		HK/JP
Medical				N/A	N/A		HK/JP
Un-prescribed checks on volunteers and visiting speakers (see Prevent duty guidance)	N/A	N/A		N/A			HK/JP
Notes. E.g. acceptance of disclosure from another							



institution; arrangements with supply agency; supervision while awaiting disclosure; whether the person is <b>not</b> in regulated activity							
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**Induction**

This should happen immediately a new employee starts.

All new employees should sign a letter to confirm they have read and understood (or been given a copy of) the following:

- Staff Handbook
- Staff code of conduct
- Risk Assessment documents
- Child Protection/ Safeguarding Policy
- Whistleblowing policy
- Anti Bullying Policy
- Equal Opportunities Policy
- Physical Intervention Policy
- Intimate Care Policy
- Internet Safety Policy
- Guidance for Safe working Policy
- Personnel Procedures
- Reporting Structure

New employees should be given a mentor (buddy) and regular meetings should be set up for issues and concerns. They should be signed up to a Child Protection course.

They should also be given details of who to contact in the case of ANY worries regarding Safeguarding of Children and Whistle blowing.

They should complete:

- A Staff Records Form



- Bank Details Form
- HMRC Real Time Information form

They should hand in:

- P45

### **NOTES FOR CHECKS ON ALL STAFF INCLUDING VOLUNTEERS (from KCSIE)**

Staff need enhanced DBS check AND barred list information for appointments in regulated activities, which are defined as those staff that:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children;
- or will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;
- engage in intimate or personal care or overnight activity, even if this happens only once.

Volunteers need enhanced DBS checks BUT NOT necessarily barred list checks, unless they are in a regulated activity.

#### Visiting Speakers:

Visiting speakers who might fall within the scope of the *Prevent* duty, whether invited by staff or pupils, will need to be checked for suitability and appropriately supervised. Checks may include, but are not limited to, formal vetting, references, internet search and social media searches.

**All checks on staff or un-prescribed checks on volunteers and visiting speakers should be recorded on the SCR.**

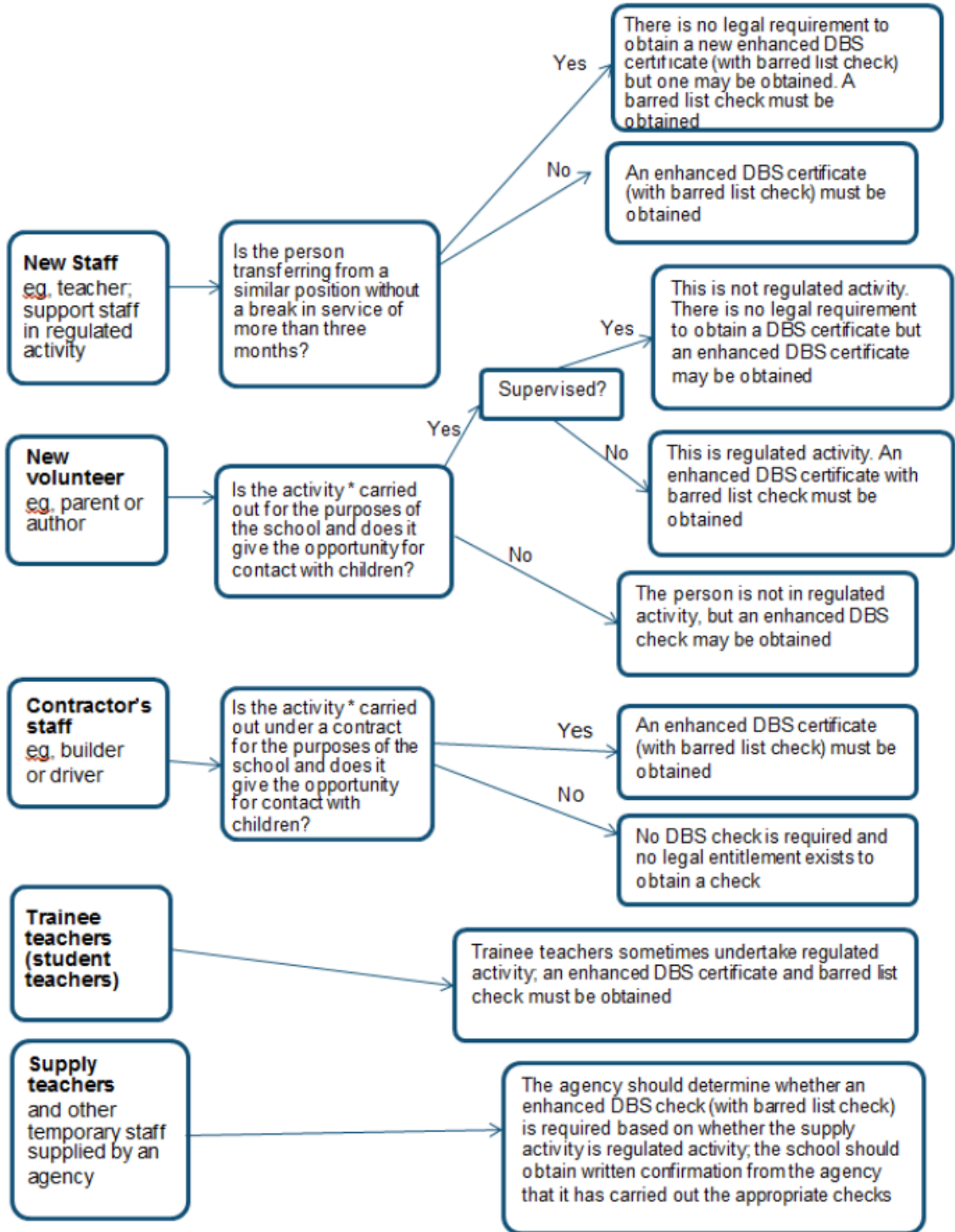
#### DBS Update service

Before using the Update Service the school will:

- obtain consent from the applicant to do so;
- confirm the certificate matches the individual's identity; and
- examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information.

All volunteers should be treated in the same way as a prospective employee and should undergo the same checks, including references, Child Protection course and induction documentation.

**Flow chart on Recruitment Checks (from KCSIE):**

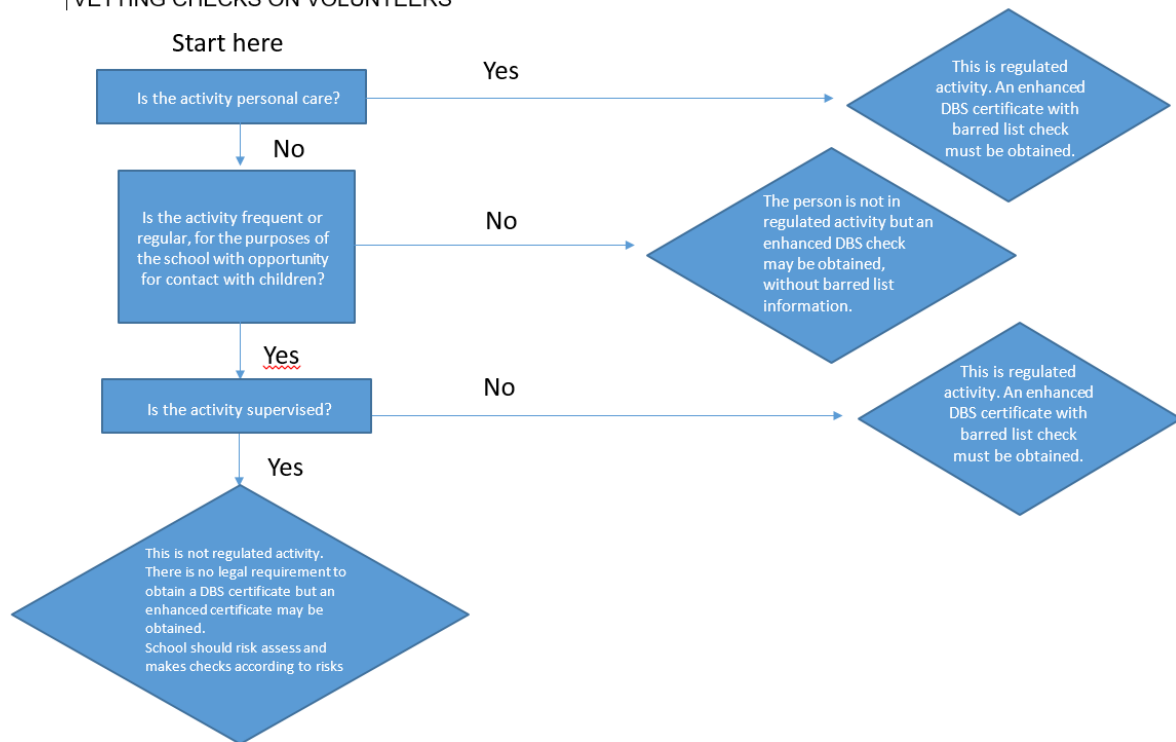


\* Activities that do not give the opportunity for contact with children are not regulated activity.





### VETTING CHECKS ON VOLUNTEERS



### Dismissal of Staff

- The School will report to the DBS, within one month of leaving the School 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. Ceasing to use a person's services includes: dismissal; non-renewal of a fixed-term contract; no longer engaging/refusing to engage a supply teacher provided by an employment agency; terminating the placement of a student teacher or other trainee; no longer using staff employed by contractors; no longer using volunteers; resignation and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering. It is important that reports include as much evidence about the circumstances of the case as possible. Failure to make a report constitutes an offence and the School may be removed from the DfE register of independent schools.

The School is under a duty to consider making a referral to the National College for Teaching and Leadership (NCTL) where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The reasons such an order would be considered are: "unacceptable professional conduct", "conduct that may bring the profession into disrepute" or a "conviction, at any time, for a relevant offence". Further guidance is published on the NCTL website. Where a referral has been made to NCTL, it is not necessary for a referral to be made to LADO, as information is shared between the two bodies. Where a dismissal does not reach the threshold for DBS referral, separate consideration should be given to NCTL referral.

There is a legal requirement for employers to make a referral to the DBS where they think that an individual has engaged in conduct that harmed (or is likely to harm) a child; or if a person otherwise poses a risk of harm to a child.