

This policy applies to all staff of Roedean Moira House.

### **Scope of the policy**

The Safer Recruitment and Selection Policy applies to any individual working in any capacity at or visiting, the school.

This includes:

- Teaching and Non -Teaching staff,
- Supply Teachers,
- Contractors and other staff supplied by third parties
- Members of the School Council and other volunteers

The school recognises its commitments under:

- The Independent School Standard regulations
  - The Safeguarding Vulnerable Groups Act (2006) as amended by the Protection of Freedom Act (2012)
  - Working Together to Safeguard Children (2015) (WTSC)
  - Keeping Children Safe in Education (September 2016) (KCSIE)
- and will comply with these regulations and statutory guidance.

### **The importance of Safer Recruitment and Selection**

Recruiting people who are wrong for the School can lead to increased staff turnover, increased costs and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give of their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. They will not offer the flexibility and commitment that the School requires and seeks.

Adherence to this policy will ensure that the School recruits and selects the best applicants for employment who are engaged and are committed to the education of the children and are sympathetic and believe in the values and ethos of the School. It will also deter, identify and allow the school to reject applicants who might abuse children or are otherwise unsuitable to work with children and young people.

### **The School's Legal Responsibility and the Importance of Fairness**

The School and its representatives, have a legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, age, sexual orientation, pregnancy, maternity, marriage and civil partnership, gender reassignment and religion or belief.

The Safer Recruitment policy is aimed at ensuring that the experience for all candidates is fair, non-discriminatory and that the chosen candidate is recruited on merit, ability and suitability for the post.

Selection decisions will be made in accordance with equality principles and the School will comply at all stages of the recruitment experience with its responsibilities under The Sex Discrimination Act 1975, the Race Relations Act 1976, the Employment Equality Regulations (covering sexual orientation, religion or belief, and age) and the Equality Act (2010) including the School's responsibility for making reasonable adjustment for a successful candidate with a disability to take up their appointment. This policy will be reviewed as and when required and updated to adhere to appropriate legislative changes and/ or statutory requirements regarding recruiting and safer recruitment.

### **Equal Opportunities**

Equality of opportunity is an integral part of the recruitment and selection process, and to this end the School may offer training and encouragement to any under-represented groups.

## Principles

The School recognises that its staff are its single most important resource. Therefore recruitment and selection of all levels of staff are activities of major importance. Recruitment is not an isolated task but rather the beginning of the employment relationship.

All Staff involved in any level of recruitment or any stage of the process should ensure that:

- They act in accordance with the School's Safer Recruitment Policy
- All appointments are made on merit, against objective criteria which are applied consistently across all candidates
- Confidentiality is maintained at all times regarding candidates' details
- The School attracts and retains a high calibre of staff
- The highest quality of teaching and support is provided to all children and young people
- A favourable and positive image of the School is promoted through its Safer Recruitment and Selection activities

The School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. This commitment is embedded in all our procedures and pre-employment checks.

Training will be provided for key staff with responsibility under this policy, along with the provision of support and advice from Human Resources. Relevant training should be undertaken by anyone who will be involved in any recruitment exercise. This will cover equalities implications of recruitment and selection and the requirements of this policy.

In addition at least one person who is responsible for interviewing applicants must have passed the Safer Recruitment training. This means a recruitment panel must have at least one member who has completed the training. In addition, the person responsible for the school's recruitment processes must have completed this training.

## The Recruitment Process

Adverts and all recruitment materials will make clear the school's commitment to Safer Recruiting. The following statement will be included in all publicity material, advertisements, candidate information packs, job descriptions for positions at the school: *"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The person appointed must be willing to undertake all regulatory checks including an enhanced DBS disclosure."*

The School will consider both internal and external candidates for advertised roles and applicants will be treated fairly and equally through the recruitment stages in accordance with the principles of this policy.

Applicants for employment will be expected to complete in full the school's application form, detailing their experience, and referees who will be contacted, with the applicant's permission, prior to the interview.

Shortlisted candidates will undergo a selection process to determine their suitability for employment, against objective criteria.

The selection process will reflect the requirements of the post but will as a minimum involve an interview with two appropriate and trained members of staff (one Safer Recruitment trained).

All notes written by interviewers will be kept with all paperwork for each recruitment exercise and feedback where agreed will be provided to unsuccessful candidates.

Reasonable adjustments to the selection process under the Equality Act (2010) will be made for individuals with disabilities.

Staff involved in interviewing are required to ask candidates to:

- account for all gaps in employment history
- account for discrepancies from references or accompanying CVs / application forms
- demonstrate their understanding and ability to safeguard the welfare of children and young people
- In addition candidates must be given the opportunity to declare any information which is likely to be revealed on a DBS disclosure or through other recruitment checks.

### **Recruitment of employees under Tier 2 Sponsorship**

All recruitment of potential non-settled employees will comply with the Tier 2 Sponsorship Guidance for Employers as follows:

#### **Advertisement**

- All jobs will be advertised on Universal Job Match and one other site and copies of these advertisements will be kept detailing the job title, location, the main duties and responsibilities of the job. It will also include the skills, qualifications, and experience needed, an indication of the salary package/range and the closing date for applications.
- If the advertisement is placed on any other websites a screen shot will be kept.
- All advertisements will be run for a minimum of 28 days.
- Documentation will be retained on all applicants short listed for interview and should include name, address and date of birth. The names and total number of applicants shortlisted for final interview will be retained and for every settled worker who was rejected, interview notes which show the reasons why they have not been employed.

#### **Documentation to be retained when employed**

- Current passport (all pages to be copied and endorsed and dated by the checker) It must show the entitlement to work for you as a licensed sponsor.
- Biometric Residence Permit (BRP) - Copied back and front and endorsed and dated by the checker
- Copy of National Insurance Number
- History of the migrants contact details (UK Address, telephone numbers)
- A copy of the migrants DBS Certificate
- Records of the migrants absences
- Any other documents that may be relevant
- Copies of the migrants pay slips
- Evidence of the amount and frequency of all salary payments to the migrant
- Copy of the contract of employment
- Copy of Job Description
- Copies of any qualifications held by the migrant
- Any references from previous employers that show evidence of skill required

## Appointment

The appointment of the successful candidate will be provisional and subject to completion of pre-employment checks. The level of checks required will depend on the role and duties of an applicant to work in the school.

For most appointments the applicant will be engaged in a ‘regulated activity’ - that is if as a result of their work they:

- Will be responsible, on a regular basis, in any setting for the care or supervision of children; or
- Will work regularly in a school or college at times when children are on school or college premises (where the persons work requires interaction with children whether or not the work is paid (unless they are a supervised volunteer), or whether the person is directly employed by a contractor);

Regulated activity includes:

- a) teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,
- b) work for a limited range of establishments (known as ‘specified places’, which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

The range of checks the school will carry out is listed below though some categories (\*\*) do not apply to supervised volunteers and others not engaged in a regulated activity

<b>Pre Employment Check / activity</b>	<b>Stage in Process</b>
Request references – Professional or character as appropriate	Short – List
Barred List/List 99 check**	Short – List
Prohibition check using Employer Access Online service( <b>teachers</b> )	Short- List
Check Right to Work in the UK	Interview
Check identity, using documentation required by DBS	Interview
Check relevant qualifications	Interview
Check medical fitness declaration has been signed**	Interview
Check applicant has signed application form	Interview
Provide original certificates for required qualifications, or provide other proof of holding certificates / qualifications to the satisfaction of the school	Conditional offer
Check Teaching Status as per DfE regulations	Conditional offer
Complete an enhanced DBS disclosure process and receive satisfactory clearance –	Conditional Offer
Provide any further references to satisfy the School's Safeguarding check – for example overseas checks if applicable	Conditional Offer
Provide or complete any other job – specific requirements	Conditional offer
Telephone verification of references	Conditional offers
Complete Single Central Record entry	Conditional offer
Health questionnaire	Following a job offer
Contract of employment signed and returned	

Any concerns raised during the employment checks will be investigated and a written note kept on the employment file of the further investigation conducted and its conclusion.

Normally the successful candidate will not commence employment until all pre-employment checks have been completed and are satisfactory. In exceptional circumstances, employment may commence for a short period 'under supervision' based on business need and the completion of a risk assessment conducted by the Principal. The following conditions must be met for this to be permitted:

- The appointment is not confirmed
- The DBS application has been made
- A barred list check has been undertaken, together with a prohibition check if applicable
- Appropriate safeguarding and supervision arrangements have been documented and the person in questions has signed to confirm their understanding of these (evidence of this will be retained)
- The safeguarding and supervision arrangements are reviewed at least every two weeks

### References

The school will always ask for written information about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently

employed as a teacher, the school will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

References provide objective and factual information to support appointment decisions. They will always be obtained, scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed.

References will be sought on all short-listed candidates before interview, will always be requested directly from the referee and must be supplied on the school's standard reference form which requires answers to specific questions. Open references, for example in the form of 'to whom it may concern' testimonials are not acceptable.

References will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate. They will also be compared for consistency with the information provided by the candidate on their application form and any discrepancies will be taken up with the candidate.

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

Following an offer of employment referees will be contacted to verify the reference.

### **Confirmation of appointment**

When all pre-employment checks have been completed satisfactorily, the offer of employment will be confirmed in writing.

Copies of identity documents, right to work in the UK and qualifications will be retained on the employee's file.

Candidates who are not able to satisfy the pre-employment checks will have their conditional offer of employment to the School withdrawn or will be subject to disciplinary action and potential dismissal for Gross Misconduct.

Any candidate who applies for a role in the school despite being on the Barred or Prohibited lists must be reported to the appropriate authorities at once.

### **Agency and third-party staff, visiting professionals**

The school will obtain written notification from any agency or third party organisation that supplies staff to the school that the organisation has carried out all the checks on an individual who will be working at the school that the school would otherwise perform. This must include, as necessary, a barred list check and, if applicable a check on prohibition orders, prior to appointing that individual. Where a DBS check has resulted in a disclosure the agency must provide a copy of this to the school.

Supply agencies are required to provide the school with the date that it or another agency received an enhanced disclosure for a member of staff it supplies and the date of that disclosure. If applicable the supply agency must also provide written notification of the contents of a disclosure. Supply agencies must undertake a fresh disclosure every three years or earlier if there are concerns or a break in service of three months or more.

Details of third party or supply agency notification are to be kept on the SCR.

### **Contractors' Staff**

Contractors working at the school on a long-term basis will be subject to the same checks as school staff with written confirmation supplied by the employing organisation. The school will carry out an identity check of such staff on arrival.

Where employees of contractors will have access to areas of the school where regular unsupervised contact with children is possible the school will require written confirmation that DBS checks have been undertaken by the contractor and will also carry out identity checks on arrival.

Where a contractor working regularly at the school is self-employed the school will obtain the appropriate level of DBS check.

### **Volunteers**

The arrangements for volunteers will vary according to the individual and activity.

Volunteers in a regulated activity must undergo the same checks as staff employed at the school. This will include all volunteers who accompany residential school trips.

Regular volunteers not engaged in a regulated activity, including those who are supervised at all times, may require an enhanced DBS check.

'One-off' volunteers for day outings concerts etc. do not require vetting checks but must be supervised at all times by a suitably checked member of staff and may not undertake any kind of personal care of pupils.

### **School Council**

Members of the School Council are volunteers and will be treated on the same basis as outlined above for other volunteers. The Chair of Governors will ensure that all governors are subject to an enhanced check as part of the appointment process. If a governor will be engaged in a regulated activity a barred list check will also be requested.

### **The Chair of the School Council**

The Chair of the School Council will be subject to the following checks by the Secretary of State for Education:

- Enhanced DBS check
- Confirmation of identity
- Check on the right to work in the UK
- Overseas and other checks as appropriate

### **Staff not in a regulated activity**

Some staff may come onto the school staff on an infrequent basis to work under supervision - for example a visiting specialist running a workshop. Identity checks will be carried out when such staff arrive at the school.

### **Single Central Register**

The school will maintain a Single Central Register which records whether or not the following checks have been carried out and the dates on which these were completed:

- Identity check
- Barred list check
- Enhanced DBS check - see above for additional requirement for supply staff
- Prohibition from teaching check
- Further overseas checks as appropriate
- Check of professional qualifications as appropriate
- Check on the right to work in the UK



# ROEDEAN MOIRA HOUSE SAFER RECRUITMENT AND SELECTION POLICY 2018-19

- Employment history - application form/CV
- References
- Medical fitness declaration
- Childcare disqualification check

The Single Central Register will include the following people:

- All staff including supply staff who work in the school; this means those providing education to children
- All others who work in regular contact with children in the school, including volunteers
- All members of the School Council

## **Work Experience**

A person supervising a child under 16 on a Work Experience placement may require barred list checks if the conditions for regulated activity are met. The duty here will be on the employer to complete these checks.

## **Host Families**

Where a host family accommodates children, for example on a sports or a language exchange and where the arrangement is not made by the child's family or where the school has the power to terminate the arrangement this could constitute a regulated activity and therefore the school will require a DBS check including a barred list check to be obtained. It is not possible for the school to obtain checks on host families overseas but it will work with partner schools to ensure that appropriate assurances are obtained before a visit.

## **Related policies and documents**

This policy should be read in conjunction with the following policies and documents:

- Employee Handbook
- Staff Handbook
- Code of Conduct for Employees
- Health Safety Handbook
- Boarding Staff Handbook
- National Minimum Standards for Boarding Schools
- ISI Handbook for the Inspection of Schools, Regulatory Requirements
- Teachers' Standards
- Departmental Handbook
- Keeping Children Safe in Education
- Safeguarding Policy
- DBS Risk Assessment Procedure
- Complaints Policy (Parents)
- Complaints Policy (Pupils)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL: June 2018

NEXT REVIEW: June 2019