

Jack Tizard School

Safer Recruitment Policy



Approved by: Full Governing Body

Date: March 2024

Last reviewed on: March 2023

Next review due: March 2025

Review Frequency Annually

Written with updated advice from Megan Brown, Local Authority Designated Officer and Safer Organisations and Safeguarding in Education Manager for Hammersmith and Fulham May 2019
Update checked by Anne-Marie Power HR Adviser March 2023

Contents

Contents.....	2
Introduction	3
Aims of the Policy.....	3
Responsibilities	3
Safer Recruitment.....	3
The Planning Process	4
<i>Safeguarding Measures</i>	4
Advertising	4
<i>Safeguarding Measures</i>	5
The Application Process.....	5
Safeguarding Measures	5
The Selection Process	7
<i>Safeguarding Measures</i>	7
Short-listing.....	7
<i>Safeguarding Measures</i>	8
References	8
<i>Safeguarding Measures</i>	8
Other checks prior to interview	9
The Interview and Selection Process	9
<i>Safeguarding Measures</i>	10
Job offers.....	Error! Bookmark not defined.
Appointment and Promotion of Existing Staff.....	13
Use of Supply Staff, Volunteers and Contractors	13
Employment of Migrant Workers	13
Monitoring	13
Data Protection	Error! Bookmark not defined.

Introduction

This policy is intended to provide a framework for the efficient and effective recruitment of all categories of staff at Jack Tizard School.

The Governing Body of the school values the contribution of all staff and recognises that the recruitment of appropriately skilled staff is key to the provision of a safe and successful teaching and learning environment in which pupils can thrive.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Accordingly, this policy complies with the current DfE guidance 'Safeguarding Children and Safer Recruitment in Education'.

Aims of the Policy

To ensure:

- That newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school.
- A consistent and equitable approach to the appointment of all staff.
- that all relevant equal opportunities legislation is adhered to and that appointees are recruited without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- that all recruitment practices are compliant with DfE safeguarding guidance, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff recruited to work in schools are suitable to work with children and young people.
- The most cost effective use is made of resources in the recruitment and selection process.

Responsibilities

The Governing Body, with appropriate advice from the Headteacher, is responsible for determining the staffing complement of the school and for all appointments to the school staff.

The Headteacher and one of the governors will have delegated responsibility for the appointment of teachers and other staff outside of the leadership group.

Appointments within the leadership group will be made by a selection panel. Once the selection panel has been agreed, the lead person, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.

The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

Safer Recruitment

Matters of child protection, safeguarding and the promotion of the welfare of children are central to the recruitment process, starting with the planning of recruitment needs through to the recruitment exercise itself. Particular measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. The selection panel have responsibility for implementing these.

The Planning Process

The Finance and Resources Committee of the Governing Body, in conjunction with the Headteacher, review the staffing requirements of the school annually and assess the short and long term recruitment needs so that, as far as possible, there is a planned approach to resourcing the school.

Job descriptions and person specifications for existing posts will be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.

The person specification is also reviewed to ensure that it does not unlawfully discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.

Safeguarding Measures

A statement of the commitment of the school to the safeguarding and promotion of the welfare of pupils will be included in both the job description and the person specification. All job descriptions will make reference to the responsibility for safeguarding and promoting the welfare of pupils. The job description will clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.

All person specifications will give consideration to the need for the job holder to be suitable to work with children. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process.

All short-listed applicants will be notified that any relevant issues arising from references or online searches will be taken up at interview.

Advertising

Advertisements for teaching posts are normally placed on the school website and on a suitable national website. Those for support staff posts are placed similarly. In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising subject to approval by the Governors' Resources Committee.

Where teachers are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally.

Advertisements will specify: the skills, abilities, experience, attitude, and behaviours required for the post the safeguarding requirements, i.e. to what extent will the role involve contact with children and will they be engaging in regulated activity relevant to children the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and, in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated. They will also include whether the

post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.

Headteacher and Deputy Headteacher posts will be advertised as the Governing Body considers most appropriate.

Safeguarding Measures

All advertisements will include a statement about the school's commitment to safeguarding and promoting the welfare of children, together with a link to the safeguarding policy on our website

Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS).

The Application Process

For all posts, information packs will be made available electronically, to all interested parties. The information pack will generally consist of:

- A letter from the person leading the recruitment process (relevant to post);
- A job description and person specification;
- An application form, which includes an equality monitoring form, with details for completion;
- A link to key policies on the website, including equal opportunities and safeguarding & child protection
- A statement of terms and conditions relating to the post (hours, salary etc.);
- Information about the recruitment process (interview dates etc.);
- Any other relevant information regarding the post and the school.

Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel.

Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Safeguarding Measures

All applications must be made using the standard LBHF application (or equivalent) form for the position to ensure receipt of relevant personal data (including DfE reference number and QTS/QTLS status) educational and employment history, declarations of relationships to existing employees, councillors and governors, details of referees and a statement of personal qualities and experience.

Details of any unspent convictions, cautions, warnings, bindovers or other relevant information will be attached to the completed application form in a sealed envelope marked as confidential. Where a role involves engaging in regulated activity relevant to children, we

will include a statement in the application form or elsewhere in the information provided to applicants that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

We will require applicants to declare personal details, current and former names, current address and national insurance number; details of their present (or last) employment and reason for leaving; full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment; qualifications, the awarding body and date of award; details of referees/references (see below for further information); and a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

We will not accept copies of curriculum vitae (CVs) in place of an application form.

Where relevant to their role shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

This is subject to Ministry of Justice guidance on the disclosure of criminal records, For example:

- If they have a criminal history;
- Whether they are included on the barred list;
- Whether they are prohibited from teaching;
- Whether they are prohibited from taking part in the management of an independent School;
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted;
- If they are known to the police and children's social care;
- Have they been disqualified from providing childcare (see paras 245-249); and,
- Any relevant overseas information.

This information will only be requested from applicants who have been shortlisted. The information will not be requested in the application form to decide who should be shortlisted.

Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview. This information will not be shared at interview with all panel members but a risk assessment will be completed by the Headteacher if the position is offered

The Selection Process

The Deputy Headteacher (Assistant Headteacher in their absence) will lead the shortlisting process alongside all available senior leaders. They will consider any inconsistencies and look for gaps in employment and reasons given for them; and explore all potential concerns.

Some elements of the application forms will be anonymised to minimise the potential for unconscious bias by the panel. This includes name and date of birth.

The Headteacher will lead the interview panel of at least three people. This may include any of the following, as appropriate to the post: as appropriate to the post:

- Other leaders
- Line manager for the post
- The local authority's representative (For Headteacher and Deputy Headteacher appointments)
- A Personnel Consultant or local authority adviser if particular expertise or guidance is required.

Wherever possible, all panel members will have relevant experience of recruitment and selection and interviewing.

Where a candidate is known personally to a member of the selection panel this fact should be declared before short-listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

Safeguarding Measures

At least one member of the panel must have completed safer recruitment training approved by the Secretary of State (e.g. the online training currently provided by the Department for Education) within the last 3 years.

Short-listing

If an applicant has requested reasonable adjustments to a part of the short-listing process to accommodate a disability then this will be notified to the chair of the selection panel.

The short-listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Where short-listed applicants have declared that they do have unspent convictions, cautions, warnings, bindovers or have proceedings pending, and/or have had any sanctions imposed by the Teaching Agency (or GTC) then this will be followed up at interview as necessary. In certain cases it may be necessary for the Headteacher to have a discussion with the applicant prior to the interview.

Safeguarding Measures

Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion.

Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short-listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification.

An online search will be carried out on shortlisted candidates as part of due diligence and in line with KCSIE updated 2023. The applicant will have the opportunity to address any relevant information found at interview. The applicant will be informed that the school will carry out these checks as part of due diligence.

References

References will be requested for all short-listed candidates (including internal applicants) prior to interview. The school will comply with the requirements of the Equality Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees nominated by applicants are suitable and appropriate. Any applicants currently working in a school environment should give the headteacher/principal of that school/college as one referee. References from family members or friends are not acceptable.

All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern. If appropriate this will be at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

Safeguarding Measures

The purpose of seeking references is to allow employers to obtain factual information to support appointment decisions. We will obtain references before interview, this allows any concerns raised to be explored further with the referee and taken up with the candidate either at or before interview
We will:

- Not accept open references e.g. To whom it may concern;
- Not rely on applicants to obtain their reference;
- Ensure any references are from the candidate's current employer and have been
- Completed by a senior person with appropriate authority (if the referee is school or
- College based, the reference should be confirmed by the headteacher/principal as
- Accurate in respect to disciplinary investigations);
- Obtain verification of the individual's most recent relevant period of employment
- Where the applicant is not currently employed;
- Secure a reference from the relevant employer from the last time the applicant
- Worked with children (if not currently working with children), if the applicant has
- Never worked with children, then ensure a reference from their current employer;

- Always verify any information with the person who provided the reference;
- Ensure electronic references originate from a legitimate source;
- Contact referees to clarify content where information is vague or insufficient
- Information is provided;
- Compare the information on the application form with that in the reference and take
- Up any discrepancies with the candidate;
- Establish the reason for the candidate leaving their current or most recent post;
- And,
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

When asked to provide references schools and colleges will ensure the information confirms whether they are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding allegations but should not include information about allegations which are unsubstantiated, unfounded, false, or malicious. References are an important part of the recruitment process.

Other checks prior to interview

Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

The Interview and Selection Process

Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used. Candidates who have a disability or any other particular needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the recruitment process. We will use a range of selection techniques to identify the most suitable person for the post, including in tray tasks and lesson observations, relevant to the role. Those interviewing will agree structured questions.

These will include:

- Finding out what attracted the candidate to the post being applied for and their motivation for working with children;
- Exploring their skills and asking for examples of experience of working with children which are relevant to the role; and
- Probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

The interviews should be used to explore potential areas of concern to determine the applicant's suitability to work with children. Areas that may be concerning and lead to further probing include:

- Implication that adults and children are equal;
- Lack of recognition and/or understanding of the vulnerability of children;
- Inappropriate idealisation of children;

- Inadequate understanding of appropriate boundaries between adults and children; and,
- Indicators of negative safeguarding behaviours.

Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case.

Pupils/students may be involved in the recruitment process in a meaningful way. Observing short listed candidates and appropriately supervised interaction with pupils/students is common and recognised as good practice.

All information considered in decision making will be clearly recorded along with decisions made.

All candidates will be asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.

Safeguarding Measures

Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an Enhanced DBS Check. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc. Candidates will be instructed to bring with them to interview any relevant documentation that will confirm educational and professional qualifications. Copies of all documents will be kept on file for successful candidates.

In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children and young people and his/her ability to support the school's safeguarding agenda and promote the welfare of children. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored.

Pre-appointment vetting checks

These checks help identify whether a person may be unsuitable to work with children (and in some cases is legally prohibited from working with children and/or working as a teacher). They are an important part of our wider safeguarding regime which will carry on following appointment.

All offers of appointment will be conditional until satisfactory completion of the mandatory pre-employment checks.

We will:

- Verify a candidate's identity, it is important to be sure that the person is who they claim to be, this includes being aware of the potential for individuals changing their name. Best practice is checking the name on their birth certificate
- Obtain an enhanced DBS check (including children's barred list information, for those who will be engaging in regulated activity with children)

- Obtain a separate children’s barred list check if an individual will start work in regulated activity with children before the DBS certificate is available
- Verify the candidate’s mental and physical fitness to carry out their work responsibilities
- Verify the person’s right to work in the UK, including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the gov.uk website
- If the person has lived or worked outside the UK, make any further checks the school or college consider appropriate. These checks could include, where available:
 - Criminal records checks for overseas applicants - home office guidance can be found on gov.uk; and for teaching positions
 - Obtaining a letter (via the applicant) from the professional regulating authority (this is often the department/ministry of education but varies across the world) in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach. Applicants can find contact details of regulatory bodies in the EU/EEA and Switzerland on the regulated professions database. Whilst the safeguarding and qualified teacher status (QTS) processes are different it is likely that this information will be obtained from the same place,
 - Therefore applicants can also contact the UK centre for professional qualifications who will signpost them to the appropriate EEA regulatory body
- Verify professional qualifications, as appropriate.
- Where the individual will be or is engaging in regulated activity, we will ensure that we confirm on the DBS application that they have the right to barred list information.
- Qualified teacher status (QTS), and the completion of teacher induction or we will check that a person taking up a management position is not subject to a section 128 direction made by the secretary of state
- We will ensure that an applicant to be employed to carry out teaching work is not subject to a prohibition order issued by the secretary of state
- Before employing a person to carry out teaching work in relation to children, colleges we will take reasonable steps to establish whether that person is subject to a prohibition order issued by the secretary of state.
- We will ensure that appropriate checks are carried out to ensure that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified
- From working in these settings under the 2018 childcare disqualification regulations.

Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. Any written offer of appointment will include any terms that the offer is made conditional upon, e.g. satisfactory completion of an occupational health questionnaire, provision of appropriate documentation to verify entitlement to work in the UK and other relevant details.

Any offer of employment in the school will be conditional upon:

- The receipt of at least two satisfactory references, if not already received;
- Verification of the candidate’s identity, including birth certificate, if not verified following interview;
- A satisfactory Enhanced DBS Check (including a check of the Children’s Barred List);

- Verification of the candidate's fitness to undertake the role;
- Verification of the candidate's right to work in the UK (including a certified photocopy of the original evidence provided) which will be retained in their personnel file;
- Verification of the applicant's qualifications, if not verified following interview;
- Verification of professional status where required e.g. QTS/QTLS status etc;
- For those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period;
- For support staff posts, satisfactory completion of any required probationary period.
- A 128 check will be completed for appropriate roles, including Teachers, Teaching Assistants and Leadership roles

There is no exhaustive list of roles that might be regarded as 'management' for the purpose of determining what constitutes management in a school. The Department's view is that roles involving, or very likely to involve, management of a school include (but are not limited to) headteachers, principals, deputy/assistant headteachers, governors and trustees. It is important to note that the individual's job title is not the determining factor and whether other individuals such as teachers with additional responsibilities could be considered to be 'taking part in management' depends on the facts of the case

Jack Tizard School will report to the Disclosure & Barring Service and/or the police, as appropriate any applicant:

- Found to be on the Children's Barred List, or the DBS check shows that the candidate has been disqualified from working with children;
- Who provides false information in, or in support of, his/her application;
- Where there are serious concerns about their suitability to work with children;

There is a legal requirement for schools and colleges to make a referral to the DBS where they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- Engaged in relevant conduct in relation to children and/or adults,
- Satisfied the harm test in relation to children and/or vulnerable adults; or
- Been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

There are limited circumstances where schools and colleges will need to carry out new checks on existing staff. These are when:

- An individual working at the school or college moves from a post that was not a regulated activity with children into work which is considered to be a regulated activity with children. In such circumstances, the relevant checks for that regulated activity must be carried out;
- There has been a break in service of 12 weeks or more; or
- There are concerns about an individual's suitability to work with children

Appointment and Promotion of Existing Staff

Jack Tizard School values the contribution of all staff within its community and, where possible, seeks to retain key skills. We support the continued professional development of all staff as they seek promotion to new opportunities both within the school and elsewhere. Staff are encouraged to consider their suitability for vacancies within the school. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

Use of Supply Staff, Volunteers and Contractors

Our workforce is made up of a rich variety of professional, highly skilled and committed people, not all of whom are paid employees. We value the diversity that this brings to our community to ensure the continued high standards of contributions, we will:

- Use agencies accredited through the Quality Mark Scheme for agencies and LAs, as our preferred sources of supply staff,
- With appropriate adjustment, adopt similar recruitment measures for contractors as for employees, and for volunteers as for paid staff.

Employment of Migrant Workers

The school will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.

Monitoring

Mindful of its commitment to best practice in recruitment and its obligations under the Equality Act 2010 and DfE safer recruitment guidance, the Governing Body will ensure regular monitoring of all recruitment activity.

How we store this data

Personal data we collect as part of the job application process is kept securely and is only used for purposes directly relevant to your application. When it is no longer required, we will delete your information in accordance with the records and retention guidance issued by IRMS [Information and Records Management Society's toolkit for schools](#)

Schools and colleges do not have to keep copies of DBS certificates in order to fulfil the duty of maintaining the single central record. To help schools and colleges comply with the requirements of the Data Protection Act 2018, when a school or college chooses to retain a copy, there should be a valid reason for doing so and it should not be kept for longer than six months. When the information is destroyed a school or college may keep a record of the fact that vetting was carried out, the result and the recruitment decision taken if they choose to.

If you would more information regarding our record retention schedule please click on the link above or contact our DPO at dpo@jacketizard.lbhf.sch.uk

SIGNED:

DATE

Chair of Governors

SIGNED:

DATE

Headteacher