

This Policy applies to the whole school including the EYFS



SAFER RECRUITMENT POLICY

This policy applies to the recruitment of all permanent, temporary, supply, and casual staff at Newbridge Preparatory School.

In line with the new DfE regulations and guidelines introduced in January 2007 to safeguard children within our schools, we are required to carry out a number of checks on all staff, whether they are permanent, temporary, casual, voluntary, school based supply or agency based supply, and maintain a central record documenting that checks have been carried out. We will also ensure that we meet any requirement of the DBS (Disclosure & Barring Service).

Mrs S. Fisher successfully completed the course 'Safer Recruitment in Education by the DfE on 28th October 2012; (Renewal date 27th October 2017).

CONTENTS

AIMS	2
SAFER RECRUITMENT STATEMENT	2
JOB DESCRIPTION / PERSON SPECIFICATION	2
APPLICATION FORMS.....	2
ADVERTISEMENT.....	2
PANEL SELECTION.....	2
SHORTLISTING	3
SELF-DECLARATION OF PREVIOUS CONVICTIONS	3
REFERENCES.....	3
SELECTION METHODS.....	4
INTERVIEW	5
QUALIFICATIONS.....	5
PROFESSIONAL REGISTRATION	5
OTHER CHECKS PRIOR TO EMPLOYMENT.....	5
CONDITIONAL OFFER OF EMPLOYMENT	5
RECORD KEEPING/RETENTION OF PERSONAL DATA.....	6
PERSONNEL FILES.....	6
DATA SECURITY	6

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AIMS

At Newbridge Preparatory School we aim for a consistent and thorough process of safer recruitment in order to ensure all those recruited are suitable to work with children.

The purpose of this Safer Recruitment policy is ultimately to:

- Deter potential abusers at the advert stage
- Reject potential abusers through the interview process
- Prevent potential abusers through a safe school culture

SAFER RECRUITMENT STATEMENT

Newbridge Preparatory School has an explicit written recruitment and selection policy based on the principles of safer recruitment. The purpose of the policy is to outline clearly to existing and potential employees, the Newbridge Preparatory School's stance on safer recruitment practices.

Appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's pupils on another site (for example, in a separate institution).

JOB DESCRIPTION / PERSON SPECIFICATION

It is very important that every job is well defined and has a corresponding job description and person specification. The job description clearly outlines the role, responsibilities and accountabilities of the post holder, including the tasks/duties they will be required to undertake. Equally, if appropriate, the person specification should clearly outline the knowledge, skills and experience required to do the job

APPLICATION FORMS

Newbridge Preparatory School acknowledges that it is best practice to use pre-defined application forms for all recruitment and selection activity rather than request CVs, as they provide a well-structured method for gathering information critical to the recruitment process, and ensure consistency of applicant data.

The application form gives the applicant an opportunity to provide a self-disclosure on previous criminal convictions, cautions and reprimands and for the panel to explore them during the interview process.

ADVERTISEMENT

Newbridge Preparatory School acknowledges that the job advert shapes the first impression applicants have of the school. For this reason an advert will clearly state that the post holder will be subject to a DBS check. Posts will only be advertised when necessary.

PANEL SELECTION

Interviewees will be interviewed by a panel. The panel will be well-briefed on the post in question and the recruitment and selection process. It is good practice to ensure that

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shortlisting of applications is carried out by a panel. Every panel should have at least two people on it.

SHORTLISTING

The selection criteria used for shortlisting are based on the criteria identified in the person specification. It is good practice to use a shortlisting matrix. This makes it easier to shortlist, ensures fairness and consistency and provides an audit trail for each vacancy. Alongside the obvious gaps such as omissions or incomplete details on the application form, you are aware of other issues such as frequent changes in employment that do not show any clear career or salary progression or a move from high paid permanent employment to temporary or supply work and explore these with the candidate during the interview.

Newbridge Preparatory School acknowledges that it is good practice to compare the information provided by the applicant with the information contained in the references to ensure that both sets of information match. Any inconsistencies are explored with the candidate. Note: References are read after the shortlisting process.

SELF-DECLARATION OF PREVIOUS CONVICTIONS

Candidates applying for a post that involves work with children and young people will be expected to declare all convictions, cautions, reprimands and bind-overs whether spent or unspent on their application form. This is known as a 'Self Disclosure'.

The nature of the self-disclosure will determine a candidate's suitability to proceed to the interview stage. However, it is important that self-disclosure information is not used as a criterion for short listing.

Note: A self-disclosure does not remove the need to carry out an Enhanced DBS Disclosure check for appropriate posts. All self-disclosures are subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as Amended which makes certain regulated activity (i.e. work with children and young people) exempt from the Act and therefore require individuals seeking to work with these groups to be subject to an Enhanced Criminal Record Disclosure check.

REFERENCES

References are an important part of any recruitment and selection process and even more so for safer recruitment. The purpose of seeking references is to obtain objective factual information. References are sought and obtained directly from the referee. Newbridge Preparatory School does not use references or testimonials provided by the candidate or on open references and testimonials i.e. "To Whom It May Concern".

The information contained in a reference is vital to reaching a decision to employ or not employ:

- References are requested as soon as short listing has been completed
- References are sought for short listed applicants only
- A minimum of two references are sought. One reference must be from the current or most recent employer

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A reference request should contain the following:

- Copy of the job description and person specification
- Confirmation of employment dates – from/to
- Confirmation of basic salary and other remuneration
- Specific details of the applicants role and responsibilities in that post
- Performance history, ability and capability of the individual to carry out the post applied for
- Attitude/behaviour towards work/colleagues
- Notable achievements in that post
- Punctuality

After the post has been offered information can be requested about the following:

- Sickness absence

Any information about past disciplinary action or allegations are considered in the circumstances of the individual case. Cases in which an issue was resolved satisfactorily some time ago or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are not likely to cause concern.

More serious or recent concerns or issues that were not resolved satisfactorily are more likely to cause concern. A history or repeated concerns or allegations over time is also likely to give cause for concern.

If a reference has not been received two days before the interview, it is good practice to contact the referee by phone to obtain a telephone reference. Detailed notes of the discussion are made and retained for records. This does not remove the need to obtain a full written reference from the referee.

Consideration can also be given to an applicant's request to delay seeking references. This could be because the applicant does not want the current employer to know they are actively seeking other employment. Such knowledge may create difficulty for the applicant if they are unsuccessful in securing the post. Where such a request is made, the Newbridge Preparatory School should make it clear to the applicant that a delay in seeking references could cause a delay in an offer of appointment being made.

It is good practice to contact the referee of the preferred candidate to verify the authenticity of the reference.

Note: References are sought on all short listed candidates including internal ones.

SELECTION METHODS

An interview is just one of a number of selection tools that can be used during recruitment. Other methods of selection such as:

- Lesson Observations
- Tour of School
- Presentations

This Policy applies to the whole school including the EYFS

- Group exercises
- Written exercises

All of the above can be helpful in assessing a candidate's suitability for the job and can be important tools in exploring motives/attitudes for wanting to work with children. They allow the school the opportunity to assess the candidate's interaction with others, giving a useful insight into behaviour and attitude.

INTERVIEW

Newbridge Preparatory School acknowledges it is good practice for the panel to meet prior to the interviews to agree the format of interview process; who will chair the interview and to decide who will ask what questions. The panel should also discuss how it will explore any gaps in employment history and any other concerns identified on the application form during the short listing process or from references.

QUALIFICATIONS

If the post applied for requires a specific qualification, Newbridge Preparatory School will notify the shortlisted applicants of the need to bring the original evidence along to the interview.

PROFESSIONAL REGISTRATION

If the post applied for requires registration with a professional body, Newbridge Preparatory School will notify the shortlisted applicants of the need to bring the original evidence of registration along to the interview.

OTHER CHECKS PRIOR TO EMPLOYMENT

- Identity checks
- UK residence or permission to work in UK
- Full employment history from application form
- DBS enhanced disclosure
- Overseas criminal record check (where applicable)
- Medical Fitness
- Prohibition Order Check

CONDITIONAL OFFER OF EMPLOYMENT

Newbridge Preparatory School will ensure all pre-employment checks are completed prior to issuing a contract of employment. All offers of employment are conditional and subject to the satisfactory outcome of all pre-employment vetting checks and where applicable it is written into all contracts of employment. Verbal offers should clearly state that offers are conditional.

The Safeguarding Children and Safer Recruitment in Education guidance makes it possible for appointments to be made pending the outcome of a DBS check for staff working in education settings. Nonetheless, employers must carry out an Independent Safeguarding Authority check prior to making the offer and they must ensure adequate supervision arrangements are in place for the duration until DBS clearance has been received.

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RECORD KEEPING/RETENTION OF PERSONAL DATA

It is important to retain data pertaining to all recruitment and selection activities. This can be broken down into two parts:

RETENTION OF DATA FOR UNSUCCESSFUL APPLICANTS

All application forms, interview notes and other relevant documentation are securely retained on a recruitment file for a period of six weeks. This will allow enough time to deal with queries from unsuccessful candidates. The information is confidentially destroyed after this time. (Shredded)

RETENTION OF DATA FOR SUCCESSFUL APPLICANTS

All application forms, interview notes and other relevant documentation are securely retained on a personnel file. This information forms part of the individual's personal records and on-going employment history with Newbridge Preparatory School.

PERSONNEL FILES

The personnel file of staff employed in a post that gives them unsupervised access to, or involves working directly with children, contains the following information:

- Application form
- Interview notes
- Letter of invite to interview
- Offer letter
- Contract of employment
- Pre-employment vetting documents
- DBS clearance
- Copy of photographic identification – usually copy of passport or other acceptable ID or note relating to this documentation
- Copy of the original academic or vocational qualification certificates
- Two references
- Health clearance
- Evidence of Right to Work and Remain in the UK where applicable

Please note that this list is not exhaustive.

Personal records of all staff are retained for a period of 6 years after they have left the employment. Where staff have been subject to allegations of abuse against children, then the records must be retained until the normal retirement age or for a period of 10 years if that be longer. In all cases, data is retained in accordance with the Data Protection Act 1998.

DATA SECURITY

Newbridge Preparatory School has arrangements for secure storage, handling, and use of Personnel Files. Personnel Files are held in the Headmistress' Office in a locked filing cabinet. Access to these files is given to:

- The Headmistress: Mrs S A Fisher
- The Office Manager: Mrs C. Walker
- The Headmistress' PA: Mrs J. Taylor

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In any event, all personal data is handled in a confidential manner at all times and retained and disposed of securely.

CEASING TO USE A PERSON'S SERVICES

Newbridge Preparatory School makes a commitment to 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 as a consequence could lead to the school being removed from the register of independent schools. 'Compromise agreements' cannot apply in this connection.

The Directors of Newbridge Preparatory School understand that they have a legal duty to respond to requests from the DBS for information they hold.

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01/04/2013

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Reviewed 01/06/2015

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