

# Mason Moor Primary School

## Policy Document



<b>Policy for:</b>	Recruitment & Selection Policy
<b>Governors' Ratification Date:</b>	September 2021
<b>Revisions and Amendments:</b>	

## INTRODUCTION

This policy sets out the recruitment practices and procedures in place at Mason Moor Primary School. It is designed to support the 'safer culture' that has been developed at our school and reinforce our commitment to the safeguarding and well-being of children and young people in our care.

The main aims of the policy are to:

- Ensure that the best possible staff are recruited to support the learning journey of pupils, based on the merits of their skills and experience.
- Ensure all job applicants are treated equitably and consistently.
- Ensure no job applicant is treated unfairly on any 'protected characteristic' grounds as outlined in the Equality Act 2010.
- Ensure that the school meets its commitment to the safeguarding and promoting the welfare of children and young people and ensuring compliance with all statutory guidance including *Keeping Children Safe in Education (2020)* and *Disclosure and Barring Service code of practice*.

## RECRUITMENT AND SELECTION PROCEDURE

### 1. Inviting applications

1.1 All advertisements will include a safeguarding statement.

1.2 All applicants will have access to a pack of information to include:

- Job Description (advert)
- Person Specification (advert)
- Application Form (advert)
- Child Protection Policy (school website)
- Recruitment and Selection Procedures (school website)

1.3 Prospective applicants must complete, in full, and return a signed application form.

1.4 On-line applicants will be asked to sign the form if called for interview.

1.5 A Curriculum Vitae (CV) will not be accepted.

### 2. Short-listing and references

2.1 Short-listing of candidates will be against the person specification for the post.

- 2.2 All interviews will be conducted by at least two people.
- 2.3 There will always be at least one member of the interview panel who is safer recruitment trained.
- 2.4 Two references one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.
- 2.5 References will be sought directly from the referee and where necessary, referees will be contacted to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.
- 2.6 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. Written records will be kept of such exchanges.
- 2.7 Referees will be asked specific questions about the following:
- Their relationship to the applicant.
  - The candidate's suitability to work with children and young people.
  - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people.
  - The candidate's suitability for the post.
  - If the referee is a current or previous employer, they will also be asked to confirm the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.
  - Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, including transferable risks.
- 2.8 The school will only accept references obtained directly from the referee and will not rely on references or testimonials provided by the applicant or open references of testimonials.
- 2.9
- 2.10 The school will not accept references from relatives of the applicant or people writing solely in the capacity as a friend.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

2.11 If any references are not received prior to interview, any subsequent offer will be subject to two satisfactory references and offers of employment may be withdrawn if this criteria is not met.

2.12 A risk assessment will take place if reference information is missing.

### 3. **The selection process**

3.1 Selection techniques will be determined by the nature and duties of the post. All vacancies will require a face-to-face interview for those short-listed.

3.2 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people

### 4. **Pre-Employment Checks**

4.1 All applicants who are invited to an interview will be required to bring on the day of the interview the following evidence of identity, right to work in the UK, current address and qualifications:

- Passport or photo-card driving licence providing photographic identity.
- Two utility bills or statements (from different sources) showing their name and home address.
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card).
- Original documents confirming any educational and professional qualifications referred to in their application form.
- An original enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity.

4.2 • Original birth certificate.

The school asks for the date of birth of all applicants (and proof of this). Proof of date of birth is necessary so that the school may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The

4.3 school does not discriminate on the grounds of age.

Where an applicant claims to have changed their name by deed poll or another means (e.g. marriage, adoption, statutory declaration) they will be required to bring documentary

4.4 evidence of the change.

Successful applicants are required to:

- Complete an enhanced DBS disclosure application (which includes a barred list check) and receive satisfactory clearance.
  - Provide actual certificates of qualifications
  - Complete a confidential health questionnaire to verify their mental and physical fitness to carry out their work responsibilities
- 4.5 • Provide proof of eligibility to live and work in the UK

Before appointing a teacher, the school will use Teacher Services to check for:

- The award of qualified teacher status (QTS).
  - Completion of teacher induction.
  - Prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions.
- 4.6

4.7 We will also ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

4.8 We will obtain a separate barred list check if the successful applicant will start work in regulated activity before the DBS certificate is available.

4.9 We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

4.10 Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at the school, the school is required to report the matter to the Disclosure and Barring Service, the Police and other relevant professional bodies.

It is also a criminal offence for any person who is barred from working with children to attempt to apply for a position at the school. The school will make a report to the Police and/or the Disclosure and Barring Service if it receives an application from a barred person.

## 5. **Candidates who have lived or worked outside of the UK**

5.1 If a candidate is living or has lived outside of the UK for three months or more in the last five years, a DBS check is not considered sufficient to establish suitability to work in a school (because a UK check would not cover offences committed abroad, but only those on the UK Police National Computer).

5.2 **In addition**, following the UK's exit from the EU, schools can no longer use the Teaching Regulation Agency to check for EEA sanctions. Further additional checks, as appropriate,

will therefore be carried out on candidates who have lived or worked outside of the UK. Where available, these will include:

- For all staff, including teaching positions: [criminal records checks for overseas applicants](#).
- For teaching positions: obtaining a letter of professional standing from the professional regulating authority in the country where the applicant has worked.

This applies where relevant both to foreign nationals and UK nationals returning from overseas.

## 6. Disclosure and Barring Services checks

6.1 Due to the nature of the work, the school applies for an enhanced disclosure check via the Disclosure and Barring Service (DBS) in respect of all members of staff, proprietors and volunteers on entry to the school's workforce.

6.2 An enhanced disclosure check will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DBS. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

6.3 For any person who has applied to the DBS update service the school will examine the original certificate to check:

- That it is at the **correct level** (i.e: Standard or Enhanced)
- That it is for the **correct workforce** (i.e: adult or child workforce)
- That the **barred list checks were carried out** (if you need them)
- That the applicants **correct full current name**, and **correct date of birth** is displayed

6.4 Applicants must also provide their unique "DBS Update Subscription Number" and the school will then check on the DBS website whether there have been any changes to their DBS certificate. If the check indicates that there has been a change then the applicant will be required to apply for a new certificate.

6.5 If there is a delay in receiving an enhanced DBS disclosure before a person starts work in regulated activity, the Headteacher may allow the member of staff to commence work:

- After a satisfactory check of the barred list if the person is working in regulated activity
- If all other relevant checks have been completed satisfactorily
- Provided that the DBS application has been made in advance

- With appropriate safeguards taken (e.g. Risk Assessment carried out and appropriate supervision put in place)

6.6

The Risk Assessment will be reviewed every two weeks and a note added to the single central register. The staff member will be informed of all safeguards put in place.

6.7

Copy DBS certificates will be held in the applicants secure personnel file and information only disclosed to those authorised to receive it, typically the recruitment panel and School Business Manager. We do not keep disclosure information for any longer than is necessary and it will be shredded by the School Business Manager on successful completion of the probationary period.

## 7. **Assessment criteria**

7.1 In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process, or obtained through a disclosure check or as part of the reference process, the school will consider the information on a case by case basis taking account of (this is not an exhaustive list):

- Whether the conviction or other matter revealed is relevant to the position in question.
- The seriousness of any offence or other matter revealed.
- The length of time since the offence or other matter occurred.
- Whether the applicant has a pattern of offending behaviour or other relevant matters.
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters.
- The circumstances surrounding the offence and the explanation(s) offered by the applicant.

7.2

The safety of our children in our care will be our principal consideration in all decisions made so transferable risk will also be given serious regard and professional advice sought where appropriate.

## 8. **Single central record (SCR)**

8.1 In line with DfE requirements, the school will keep and maintain an SCR. The SCR will list all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, proprietors and those who provide additional teaching or instruction for pupils but who are not employed by the school e.g. specialist sports coach or artist. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom. The SCR will also clearly show which members of staff are working in Early Years.

8.2 Staff members have a duty through their contract to immediately disclose during their employment if they are:

- Charged or convicted of any criminal offence.
- In receipt of a police caution, reprimand or warning, or if there is a formal child protection.
- Disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006 (when working in relevant childcare provision).
- Barred from working with children or vulnerable adults.
- The subject of a referral to the Disclosure and Barring Service (DBS).

8.3

Staff will also be asked at the start of each academic year whether they have any of the above to disclose.

## 9. **Induction**

9.1 All staff and volunteers who are new to the school will receive induction training that will include the school's Child Protection policies and guidance on safe working practices.

9.2 Regular meetings and monitoring will take place during the first 6 months of employment between the employee and appropriate management.

## 10. **Contractors and agency staff**

10.1 *Keeping Children Safe in Education* requires that schools ensure that any contractor, or any employee of the contractor, who is to work at the school has been subject to the appropriate level of DBS check.

10.2 Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required.

10.3

In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites.

10.4

Contractors for whom no checks have been obtained will not be allowed to work unsupervised, or engage in regulated activity.

10.5

If an individual working at the school is self-employed, the school will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account, or putting appropriate safeguards in place.

## 11. **Existing staff**

11.1 Opportunities that arise within the school will be formally advertised to all staff and a job description and person specification made available.

11.2



Interviews with existing members of staff will always be carried out by at least 2 people and steps will be taken to ensure a consistent and fair process and that no contamination takes place.

11.3 If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We may also do this if an individual moves from a post that is not regulated activity to one that is.

11.4

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in reportable conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

## 12. **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## 13. **Volunteers**

The school has a separate policy and privacy notice covering the appointment of volunteers.

This policy also covers governors and we follow the local authority appointment process for governors.