



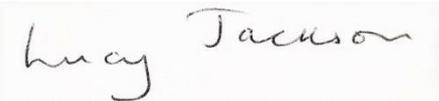
# CAISTOR GRAMMAR SCHOOL

## SAFER RECRUITMENT

### POLICY

Approved by Full Governing Body on ...November 2016.....

Reviewed.....11 October 2021.....

Signed..........

Chair of Governors

**CAISTOR GRAMMAR SCHOOL**  
**SAFER RECRUITMENT POLICY**

### **1. Introduction**

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Caistor Grammar School.

The aim is to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher by the Governing Body. All decisions will be made with regard to curriculum needs, and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the School's Pay Policy.

### **2. Statutory Requirements**

The policy takes into the account the provisions of 'Keeping Children Safe in Education' (DfE effective 1 September 2021). The Governors will ensure that the statutory requirements for the appointment of staff will be met.

*Requirements will change from time to time and this policy will be updated accordingly.*

### **3. Equal Opportunities**

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

- age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Governing Body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

### **4. Identification of Recruiters**

Subject to the availability of training, the School will ensure that the Headteacher, the Finance Manager, and at least one governor have successfully completed accredited training in safe recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

## **5. Advertising and Inviting Applications**

5.1. Advertisements for posts – whether in newspapers, journals or online – and application booklets issued to prospective candidates will include the following statement:

“Caistor Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).”

5.2. Prospective applicants will be supplied with, as a minimum, the following:

- Job description and person specification
- The school’s Safer Recruitment Policy (this document)
- The selection procedure for the post
- An application form.
- Copy of Child Protection & Safeguarding Policy (GA).

5.3. Advertisements for teaching posts will normally be placed on the school website and/or on a suitable national website.

5.4. Advertisements for support staff posts will normally be placed on the school website and on an appropriate local or national website (indeed.co.uk), or if required in a local newspaper, recruitment paper, or through local relevant noticeboards (e.g. Post Office).

5.5. 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 Headmaster acting on behalf of the Governors’ Finance and Personnel Committee.

5.6. For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.

5.7. Where staff 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.

5.8. Advertisements will specify: 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.

## **6. Applications**

6.1. Prospective applicants will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.

6.2. Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay.

Such evidence would generally be an application with franking showing that it was posted first class at least one day before the published closing date. Applicants are advised to submit their applications by e-mail to avoid late arrival.

## **7. Short-Listing and References**

7.1. Where a large number of applications are received, a long-list of the most suitable candidates will be selected. For the post of Headteacher, the Governors will convene a long-listing panel. For other Senior Leadership posts, Governors will form part of the panel along with the Headteacher. For all other posts, senior leaders will form the long-listing panel.

7.1.1. The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.

7.1.2. Two references will be sought for all applicants on the long list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.

7.1.3. In those cases where a small number of applications are received references may be requested for all applicants.

7.1.4. For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. The School reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.

7.2. Short-listing will take place against the person specification for the post. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing.

7.3. Two references will be sought directly from the referee(s). One should be from the candidate's current or most recent employment. We will secure a reference from the relevant employer from the last time the applicant worked with children. References from relatives or from persons writing solely in the capacity of a friend will not be accepted.

7.4. References or testimonials provided by the candidate will never be accepted.

7.5. Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. We will check references from electronic sources are legitimate.

7.6. Where necessary, previous employees who have not been named as referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

7.7. If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.

7.8. Referees will always be asked specific questions about:

- The candidate's suitability for working with children or young people;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for the post.

7.9. School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Caistor Grammar School, for another colleague, will be forwarded to the Headteacher for consideration prior to issue and will be kept on a central file.

7.10 Shortlisted candidates should be asked to sign a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Candidates are asked:

- if they have a criminal history;
- whether they are included on the barred list; •
- whether they are prohibited from teaching (if applicable)
- 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;
- any relevant overseas information. Applicants should be asked to sign a declaration confirming the information they have provided is true.
- Candidates should physically sign a hard copy of their application form at point of interview.

## 8. The Selection Process

8.1. Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, in all circumstances, to give a demonstration lesson in front of school staff. Leadership posts will require the candidates to undertake a series of tasks and possibly a series of panel interviews.

8.2. In all circumstances, candidates that are successful in the initial phase of selection, will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

8.3. Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted remotely via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

8.4. Candidates will always be required to:

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

8.5 Candidates will be asked: what attracts the candidate to the post being applied for and their motivation for working with children and there will be questions exploring their skills and asking for examples of experience of working with children which are relevant to the role;

8.6 Special attention is also focused on candidates who in interviews give answers which imply 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

8.7 A 'safeguarding' scenario is always asked in interview to ascertain the following principles: identifying and reporting concerns; understanding employee's role; probing points in (8.6)

8.8. The Headteacher completes the Pre-interview checklist, ensuring that any gaps, concerns, etc. are addressed as part of the interview before the closing questions. Application forms of shortlisted candidates are shared with at least one other member of the interview panel.

8.9 Where possible, students meet with the applicant (eg giving a tour of the School or lesson observations). Informal feedback is always asked for from a group of students who have met the candidate.

## 9. Employment Checks

All successful applicants are required to:

- provide proof of identity (e.g. passport; driving licence photocard)
- complete a DBS disclosure application and receive satisfactory clearance;
- obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available;
- complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- provide original certificates of professional qualifications (teaching staff or where required);
- provide proof of address (e.g. recent utility bill, bank or credit card statement)
- provide proof of eligibility to live and work in the UK.

If any candidates have lived, studied or worked overseas for a period of more than three months in the last five years we would expect them to endeavour to obtain a statement of

good conduct (sometimes referred to as a certificate of good repute) that relates to the time they resided in that country. The exception is candidates who are serving/living with someone who is serving in the armed forces during that time. The School would expect an applicant to apply for this after an offer of employment is made. We understand that the pandemic means that this process can be delayed.

Documentation will be checked by a member of staff suitably trained in safer recruitment processes.

## 10. Confirming the Appointment

10.1. The final offer of employment will be subject to:

- a satisfactory enhanced DBS and barred list check;
- confirmation that the candidate does not live with a disqualified person
- a check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only);
- receipt of the completed health check questionnaire;
- receipt of final two references from previous employers;
- a valid work permit for overseas candidates;
- the candidate's details have been added to the school's Single Central Record (SCR).

10.2. The School reserves the right not to proceed with or to terminate employment with immediate effect if the DBS checks reveals convictions which have not been declared on the application form or if any of the documents referred to in section 9 have been falsified in any way.

## 11. Induction

11.1. All staff who are new to the School will receive full induction training that will include the School's safeguarding procedures and guidance on safe working practices. Staff will be required to read the Staff Code of Conduct, Acceptable ICT Use Policy and the school's Child Protection and Safeguarding Policy

11.2. Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education (2021)' and Child Sexual Exploitation 2018.

11.3. Staff will also be required to complete annual Safeguarding training, which will include training on the PREVENT duty.

11.4. Regular meetings will be held during the first three months of employment between the new employees, Assistant Head (Teaching and Learning) and the appropriate line manager.

Reviewed July 2018

Reviewed December 2018

Reviewed January 2020

Approved by Full Governors at their meeting on 18 May 2020

Approved by Full Governors at their meeting on 11 October 2021