

# Hulme Hall Grammar School



# Safer Recruitment & Selection Policy

<b>Policy Control</b>	
Report	Safer Recruitment
Approval Body	Full Governing Body
Date Reviewed	March 2022
Review Schedule	Annually
Next Review due	March 2023

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## Introduction

The School staffing process is governed by the Safeguarding Children and Safer Recruitment in Education Guidelines, as well as the Schools' principles of non-discrimination. The process is designed to achieve the best match between the individual's knowledge and skills, experience and character, the requirements of the vacant post and recognition of the need for flexibility to respond to changing conditions.

Hulme Hall Grammar School is committed to tackling discrimination and promoting inclusion through equality and diversity. The key objective is to help keep children and young people safe by contributing to providing a safe environment for children. We therefore take great care in the recruitment and selection process to achieve this to the best we can.

## Scope of the Policy

The policy applies to all Hulme Hall posts (including supply and cover position).

## Authorisation of Posts

All posts (both new and replacement) must be authorised by the Headmaster.

## Advertising of Posts

All agreed appointments of three months duration or more will be advertised and subject to competitive selection procedure. Advertisements may be internal only or published simultaneously internally and externally. Posts may be advertised internally where it is anticipated that a suitable field of candidates exists and in response to specific needs such as redeployment. All advertisements, whether internal or external, must contain the Schools' safeguarding statement. The aim of advertising is to attract a wide range of high quality candidates from diverse backgrounds. Recruitment Documentation Prior to advertising, a job description which describes the purpose, duties and responsibilities of the post should be prepared.

The qualifications, skills, experience, knowledge, aptitudes and abilities that are essential and desirable for the post should also be identified. They will not include any potentially discriminatory requirements.

All adverts will state that employment is subject to an enhanced DBS check, satisfactory references and any other employment checks. The requirements of the Data Protection Act will be strictly adhered to.

## Application Form

All candidates will be asked to complete a detailed application form including personal details, details of current / last employment, a full employment history, qualifications, details of referees and a statement of the personal qualities and experiences that are relevant to the post advertised and the person specification for the post.

A curriculum vitae will not be accepted in place of an application form.

## Shortlisting

Shortlisting will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities. The capability of the individual to perform in the position will be the major factor and in certain roles the ability to work with others will be taken into account. At least two people will be involved in the shortlisting process.

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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 information will only be requested from those candidates who have been shortlisted and will not form part of the shortlisting process.

## The Interview Process

At least one individual conducting the interview must have completed Safer Recruitment in Education Training. Candidates will be asked both technical / competency based questions as well as questions that attest to the match of the Person Specification in the Job Description. The interview team will ensure that candidates with a disability or special needs are fully provided for at the interview, providing notification has been made in advance.

## After Interview

Offers of appointment are subject to the receipt of satisfactory checks (as outlined in the Selection and Recruitment Checklist). All appointments are subject to the continued declaration of any charges, arrests or convictions, including serious driving offences. Failure to disclose as stated could lead to the termination of employment.

## Routine Procedure Checks

Adequate staff recruitment checks are needed for all those with unsupervised access to pupils. They are an essential part of our responsibility under the Children Act and an expectation of 'Keeping Children Safe in Education'. No system will guarantee that no one unsuitable is ever recruited, but a high standard of scrutiny should reduce the potential for harm being done to the children in our care.

**Prior to commencing employment, the following safeguarding checks must be completed:**

1. Two written references and declarations (including the last employer) which make specific reference to candidates' suitability to work with or near children.
2. A verification of relevant qualifications at interview. Originals of all recent and relevant as well as degree or similar professional qualifications must be seen.
3. A verification of identity at interview (copy of passport, birth certificate or driving license).
4. An Enhanced Disclosure and Barring Service check and other regulatory checks via the Teaching Regulation Agency (TRA).
5. Medical check to be completed prior to employment.
6. The right to work in the UK will be checked.
7. For teaching staff / management posts, the prohibition from teaching register will be checked.
8. Governors and staff appointed to management positions will also undertake a section 128 check for prohibition from management.
9. The Pre-School staff sign a disqualification from childcare disclosure form once a term.
10. Staff sign a formal declaration that they are not disqualified from working in schools under the Childcare (Disqualification) Regulations 2009.

11. Any other employment check that may be necessary.

New staff will undergo an induction programme that includes familiarisation with the school's Safeguarding Policy and identification of their Safeguarding training needs. They must read the school's Safeguarding Policy and Part 1 and Appendix A of KCSiE (2021) and provide confirmation that they have done so.

If a DBS check is late or held up, the employee will be able to start work, provided a thorough risk assessment is carried out and the employee is not left unsupervised with children prior to the receipt of the satisfactory DBS check. A separate barred list check must be carried out.

## Retention and Disposal of DBS Certificates

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints or be the purpose of completing safeguarding audits.

Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, for example by shredding. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack).

We will not keep a photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

## Contractors and Agency Staff

Contractors and agency staff Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work at the School. Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency and will require the provision of the original DBS disclosure certificate before contractor or agency staff can commence work at the School.

## External Speakers

The school will follow a formal procedure for inviting speakers, which involves approval by the Headmaster and a clear understanding of why the speaker has been chosen

- A list of appropriate checks on the suitability of the person, which may include internet searches and/or contacting other schools where the person has spoken previously
- Although not always possible, it is useful to invite speakers from an established company, charity or other group whose aims are well-documented

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- An understanding that the speaker will be expected to talk with staff about the content of the presentation before the event. Speakers and staff must allow time for this discussion, whether it is on the day or beforehand
  - An understanding that such talks and presentations will not be used to raise funds, without the prior written permission of the Headmaster
  - Visiting speakers must arrive at reception in good time to book in and must bring suitable identification. Although viewing DBS certificates may be appropriate, most visiting speakers will not be in 'regulated activity' and so will not necessarily have a DBS certificate to present
  - Visitors must be supervised at all times and not left alone with pupils, unless they have confirmed DBS checks
  - Visiting speakers should understand that their presentation will be brought to an early end, if the content proves unsuitable
  - All information about the visiting speaker and the booking process should be recorded on a suitable proforma.
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