

Safer Recruitment Policy



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Safer Recruitment, Selection and Retirement

Recruiting and selecting the right people is of paramount importance to the continued success of Lucton School. This Recruitment and Selection guidance sets out how to ensure, as far as possible, that the best people are recruited on merit and that the recruitment process is free from bias and discrimination. It also meets the safeguarding requirements for safer recruitment as set out in safer recruitment guidance to ensure, as far as possible that only suitable people are employed to work with children and young people.

By following the policy, in addition to fulfilling employment law requirements, Lucton School will also ensure that it continues to uphold its commitment to equal opportunity.

A uniform policy is used in relation to all new members of staff, regardless of origin, which will be applied consistently and objectively at each stage of the recruitment process. Lucton School will not assume, for example, that some individuals have a right to reside and work in the UK based on their appearance and accent. In line with guidance at least one member of the selection panel will have completed the safer recruitment training. All interviews will have at least two panel members.

It is Lucton's policy to be as thorough as possible regarding the checking of documents, and as meticulous as possible regarding the safe and secure storage of copies of personal documents and information relating to members of staff.

Lucton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Lucton has regard to the DFE's guidance on the recruitment of all staff – found in Keeping Children Safe in Education (KCSIE 2018). Lucton also follows the recommendations of the ISBA Guidance on the Recruitment of Staff, which emphasises the need for a very positive approach to screening. These values will be explained to any potential candidate.

Recruitment and Selection Process

Identifying a vacancy

The Governors are responsible for the appointment of the Head and the Bursar. All other vacancies will be identified by the Head or the Bursar in consultation with the Senior Management Team, following a thorough assessment of the current staff and their responsibilities and workload. When a new vacancy is agreed a procedure is followed, starting with the production of a job description and person specification.

Job Description

Prior to interview the job description is approved by the Head and/or the Bursar. It should clearly and accurately set out the duties and responsibilities of the job and must include:

- the job title (which must be sex and age neutral)
- the location of the job i.e. department/faculty/division/research group
- the post to whom the postholder is responsible
- any posts reporting to the postholder
- main purpose of the job
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- main duties and responsibilities
- the requirement for a DBS check and any other checks stipulated in KCSIE 2018
- the values and attitudes required for the position

Person Specification

The person specification is approved by the Head and/or the Bursar. It is of equal importance to the job description and informs the selection decision. The person specification details the skills, experience, values and expertise that are required to do the job. It should be drawn up after the job description and, with the job description, should inform the content of the advert. The person specification should be specific, related to the job, and not unnecessarily restrictive - for example only qualifications strictly needed to do the job should be specified. The inclusion of criteria that cannot be justified as essential for the performance of the job may be deemed discriminatory under the Equality Act 2010, if these impact disproportionately to the disadvantage of specific groups. Other items can be considered desirable but cannot be used to reject candidates.

The person specification must form part of the further particulars of a vacancy along with the job description in order that applicants have a full picture of what the job entails. The person specification enables potential applicants to make an informed decision about whether to apply and those who do apply, to give sufficient relevant detail of their skills and experience in their application. The person specification forms the basis of the selection decision and enables the selection panel to ensure objectivity in their selection.

The person specification details the:

- knowledge (including necessary qualifications)
- skills and abilities
- experience
- aptitudes
- values and attitudes towards working with children

Advertising the post

When advertising the post and sending information to candidates the expectations on safeguarding will be made clear.

Application Form

Prior to interview, all candidates must submit a full Lucton School Application Form (either for a Teaching or a Non-Teaching post, whichever is appropriate). CVs will not be considered as a means of selection.

The application form requests the following information:

- full identifying details of the applicant including current and former names, current address, and NI number.

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- for teaching posts, the teacher's number.
- a statement of any academic and/or vocational qualifications the applicant has obtained that are relevant to the position for which s/he is applying with details of the awarding body and date of award.
- a full history in chronological order since leaving secondary education, including periods of any post-secondary education or training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.
- a declaration of any family or close relationship to existing employees or employers (including governors).
- details of referees. One referee should be the applicant's current or most recent employer, and two referees should be provided. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was employed to work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends.
- a statement of the personal qualities and experience that the applicant believes are relevant to his or her suitability for the post advertised and how s/he meets the person specification.

Successful applicants are required to complete a form which includes a section requesting details of the applicant's medical history. This is purely for the applicant to provide information and evidence that they are fit to work in a school. This form is then kept in the applicant's file, which is stored securely in a locked cabinet in the HR office.

Processing Applications

Lucton School is aware that when dealing with enquiries about vacancies it is unlawful to state or imply that applications from one sex or from a particular racial group would be preferred and to do so may lead to a complaint of race or sex discrimination against Lucton.

Care is taken when initiating contacts with applicants that all are treated in the same way, for example with regard to invitations to visit the school, informal meetings to discuss the vacancy, and provision of information.

The confidentiality of applications is respected by all of those involved in the selection process.

All applicants will be dealt with courteously and as expeditiously as possible.

During the recruitment process a senior member of staff will review their application in line with guidance from the DfE on safer recruitment.

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Shortlisting -

When carrying out the short-listing process, it is important to record objective evidence about the extent to which each candidate meets the criteria.

At least two people will be involved in the process of scrutinising applications and short-listing candidates.

Sufficient time will be allocated to scrutinise applications carefully, returning any forms not fully or properly completed, identifying any gaps in the person's history or any discrepancies or inconsistencies. Criteria will be applied consistently.

Arrangements for interview

Letters or e-mails to shortlisted candidates will include:

- date, time and place of their interview
- instructions on how to find their way to the interview venue
- a request that they contact the author of the letter/message if they have any particular requirements or to discuss the interview facilities (related to access to the venue or any other need related to a disability).
- if appropriate, details of any test or presentation they will be required to take or anything they should bring with them (e.g., examples of work)
- qualification certificates that are essential to the post
- permission to work in the UK documents

It is best practice to write to candidates who have not been shortlisted, but if this is not possible due to limited resources, the further particulars for the post should make clear that after a certain period, if they have not heard from Lucton School, applicants should consider themselves not to have been shortlisted.

The specific interview process will depend upon the nature of the post; however it is always a requirement that a senior member of staff will be present at all interviews for any post; who will have completed safer recruitment training.

Consideration will be given to using job-related selection tests or asking candidates to give presentations as part of the selection process if there are some elements of the person specification that are difficult to test at interview. If selection tests or presentations are to be used, all candidates will be given the same written information as to how long they will take, the topic area(s) they will cover, and what - if anything - they should prepare in advance.

Prospective teachers will usually teach a lesson, which will normally be observed by a member of the senior management team.

Interview proceedings are confidential. Information may not be divulged to others until the Head or the Bursar indicates that the appointee has accepted the post. Subject to the appropriate checks the school reserves the right to withdraw an offer of employment if any aspect of the safer recruitment process for the candidate is deemed unsuitable or they have not told the truth.

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Documents required at interview stage

On invitation to interview, candidates are asked to bring with them various documents to corroborate their identity, right to work in the UK, relevant qualifications and previous employment or experience.

Qualifications

Academic qualifications, professional registration, and any other specifics considered essential for the post must be verified by Lucton School at the time of interview.

Any qualifications relevant to the post should be demonstrated by the candidate (for example a teacher should provide their degree certificate(s)). Photocopies of these will be taken by a senior member of staff, and the original copies will be returned either immediately or as soon as possible.

The details of each person's qualifications, the fact that they have been checked, by whom and when will all be recorded on Lucton's database (Schoolbase). Physical copies of any qualifications will be kept in the applicant's file.

References

It is Lucton School policy to carry out reference checks on all staff before a formal offer of employment is made and before interview if possible. Each potential member of staff must provide details of at least two referees. One referee should be the applicant's current or most recent employer. Where an applicant who is not currently working with children has done so in the past it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. References will not be accepted from relatives or from people writing solely in the capacity of friends.

The first process in the reference procedure is for a verbal reference is conducted, either by phone or in person, following questions on a standard reference form. The referee is then asked to complete a written reference, using a standard form, which should be signed and returned by post, fax or by scanning and emailing a copy. Finally, a verbal verification is completed by a senior member of staff at Lucton School following receipt of the written reference. This is to ensure the reference is validated.

References are confidential and will be sought "in confidence". References will only be used for the purpose for which they were intended and their confidentiality will be maintained.

The fact that references have been checked will be recorded on the Schoolbase database and in the Central Register.

Completed reference forms will be kept in the applicant's file.

DBS checks

It is Lucton School policy to request that applicants disclose any criminal convictions as part of their application. Since all posts at Lucton School have the possibility of coming into unsupervised access to children, we are exempt from the Rehabilitation of Offenders Act 1974, and all convictions must be declared.

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Lucton School uses Atlantic Data to obtain information to enable it to assess the suitability of applicants for employment for all posts. It is policy that whenever possible an enhanced DBS check is carried out on all members of staff before they commence employment. Where applicable, if an applicant has to start work at Lucton School and an enhanced DBS is pending, a Barred List check will always be carried out prior to commencement of employment and all other checks will be completed. A risk assessment will be put in place and reviewed at least every two weeks.

Unchecked staff and visitors will be supervised.

All evidence that a person supplies for their DBS must be checked by a senior member of staff at Lucton School. The applicant must bring in original documents, which are then checked and copied by a senior member of staff. These documents must exactly match those given on the DBS form by the applicant. Copies of documents are then kept in the applicant's file.

Details of each person's DBS will be entered onto Schoolbase. This will include the DBS type (ie Enhanced), when it was received, the disclosure number and details of a Barred List (if applicable).

Lucton School will not automatically refuse to employ an individual if a conviction is disclosed, but it is the responsibility of the Head, the Bursar and the Deputy Heads to decide whether it would be appropriate, taking into account the nature of the conviction and stage in a person's life.

Other checks

The School will also carry out additional checks as required by DFE.

All teachers are checked against the TRA database by using the employers' access site of the DFE for prohibition of teaching orders.

Any new staff appointed to a management position (e.g. teaching staff with head of department responsibility or any member of staff appointed to the senior management team) will be checked to see whether there is a s128 direction in place.

Fitness to Work

All applicants are asked to complete, as part of the application form, a document asking them to supply evidence that they are fit to work in a school, and whether they need any special arrangements for an interview.

Proving the right to work in the UK

All staff, either at interview stage, or before an unconditional offer of employment is made, are asked to supply evidence of their right to work in the UK. To do this, Lucton School must establish a statutory excuse before employment commences.

To do this, a senior member of staff will check documents from the lists below.

One of the following documents is acceptable:

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List A documents (documents which provide an ongoing excuse)

- Passport showing holder is a British Citizen or citizen of UK and colonies having the right of abode in the UK.
- Passport or national ID card showing holder is EEA or Swiss national.
- Residence permit or registration certificate indicating permanent residence by Home Office or BIA to EEA or Swiss national.
- Permanent residence card issued by the Home Office or BIA to family member of EEA or Swiss National.
- Biometric Immigration Document issued by BIA indicating holder has indefinite leave to remain or no time limit on stay.
- Passport or other travel document endorsed to show exempt from immigration and is allowed to stay indefinitely.
- Document issued by the Home Office or UK Border Agency with an endorsement for indefinite leave to remain when produced in combination with a government agency issued NI number and their name.
- A UK birth Certificate which includes the name of at least one of the holder's parents when produced in combination with a government agency issued NI number and their name. This also applies to the Channel Islands, Isle of Man and Ireland.
- A UK adoption certificate which includes the name of at least one of the holder's adoptive parents when produced in combination with a government agency issued NI number and their name. This also applies to the Channel Islands, Isle of Man and Ireland.
- A certificate of registration or naturalisation as a British citizen when produced in combination with a government agency issued NI number and their name.
- A letter issued by the Home Office or BIA indicating that the person named is allowed to stay indefinitely in the UK when produced in combination with a government agency issued NI number and their name.

List B documents (documents which provide an excuse for up to 12 months)

- A passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the work in question, provided it does not require the issue of a work permit.
- Biometric Immigration Document issued by the BIA, which indicates that the person named can stay in the UK and is allowed to do the work in question.
- A work permit or other approval to take employment issued by the Home Office or the BIA when produced in combination with a passport or other travel document endorsed to show that the holder is allowed to stay in the UK and is allowed to do the work in question, or a letter issued by the Home Office or the BIA confirming the same.

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- A certificate of application issued by the Home Office or the BIA to or for a family member of a national of a EEA country or Switzerland stating that the holder is permitted to take employment, which is less than 6 months old, when produced in combination with evidence of verification by the BIA Employer Checking Service.
- A residence card or document issued by the Home Office or the BIA to a family member of a national of a EEA country or Switzerland.
- An Application Registration Card (ARC) issued by the Home Office or BIA stating that the holder is permitted to take employment, when produced in combination with evidence of verification by the BIA Employer Checking Service.
- An Immigration Status Document issued by the Home Office or BIA with an endorsement indicating that the person named can stay in the UK and is allowed to do the work in question when produced in combination with a government agency issued NI number and their name.
- A letter issued by the Home Office or the BIA to the holder or the employer (or prospective employer) indicating that that person named can stay in the UK and is allowed to do the work in question, when produced in combination with a government issued NI number and their name.

Having been provided with originals of the relevant documentation, Lucton School will take full copies and follows the process detailed below. A senior member of staff will check that the document is valid (including ensuring that it has not been tampered with)

- the photographs are consistent with the appearance of the individual
- if names given on the documents differ, a further document is produced to the employer to explain the difference
- the date of birth listed is consistent with the appearance of the individual
- any expiry dates have not lapsed
- the immigration stamps allow the individual to do the employment in question

Lucton School will also:

- take all other reasonable steps to check that the person is the rightful owner of the document, and
- retain copies securely for the duration of the person's employment in a safe and secure place, and also for a period of not less than 2 years after the employment has ended

If the person provides a British passport, the photo page of the passport must be photocopied. The copy must include the date of copy and must be initialled by the member of staff who takes the copy (which should be a senior member of staff). It should also be stamped with a Lucton School stamp.

If the person provides a non EEA passport, the photo page of the passport should be photocopied along with the front and back page, the biometric page, and all inside pages that are stamped. The copy must include the date of copy and must be initialled by the member of

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staff who takes the copy (which should be a senior member of staff). It should also be stamped with a Lucton School stamp.

Annual Checks

An annual check will be conducted on individuals with limited right to remain in the UK.

If a worker at commencement of employment at Lucton School provides a document, or documents, from List B (above), Lucton will repeat the above checks at least once every 12 months to retain the excuse until they provide a specified document, or documents, from List A, or they leave the employment of Lucton School. These checks will be carried out in July at the end of each academic year. These will be diarised in MS Outlook by a senior member of the admin team and the Deputy Head.

The member of staff in question will be notified by e-mail or letter of the intention to carry out the annual check and will be asked to bring original copies of his/her documents to the school office. The procedure to prove the right to work in the UK will then be carried out as above, and the new copy of their documents will be initialled, dated and stamped in the same way as previously.

There is no need to ask British citizens to carry out annual checks.

Checking Documents

The following are authorised to check documentation: -

The Human Resources Manager

The Head

Bursar

Deputy Heads

Designated Safeguarding Lead

Operations Manager

Registrar

School Secretary

Appointment

The HR Manager, Head, or Bursar will issue a letter of appointment which will be conditional on the completion of satisfactory checks and be responsible for ensuring that the appointed person is set up on the payroll.

Retirement

There is not a normal retirement age for this employment, subject to the present legislation

Volunteers

In the case of volunteers there will still be a clear process. The process includes:

- Information about the organisation's commitment to safeguarding children.
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- Completion of an application form.
- Obtaining references.
- A face-to-face interview.
- Pre-employment checks similar to those which would be applied in the case of paid employment, including a DBS certificate.

Where volunteers are recruited from another institution, the organisation to which they have gone to work should obtain assurance from the institution that the person has been subject to a proper recruitment process that includes the necessary safeguards.

Appendix – recruitment and selection checklist

Pre-interview:

Planning - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc

Vacancy advertised (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked

Applications on receipt - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing

Short-list prepared

References – seeking

Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy

References – on receipt

Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)

Invitation to interview - Includes all relevant information and instructions

Interview arrangements - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards

Interview - Explores applicant's suitability for work with children as well as for the post

Note: identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure

Conditional offer of appointment: pre appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period

References: (if not obtained and scrutinised previously)

Identity (if that could not be verified at interview)

Qualifications (if not verified on the day of interview)

Permission to work in UK, if required

DBS certificate - where appropriate satisfactory DBS certificate received

DBS Barred list – person is not prohibited from taking up the post

Health – the candidate is medically fit

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Prohibition – (for teaching posts) the teacher has not been included in the prohibition list or interim prohibition list

Qualified Teacher Status (QTS) – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body

Statutory induction (for teachers who obtained QTS after 7 May 1999)

Child Protection training and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc

HR Manager/DSL

September 2018

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