



Safer Recruitment Policy

Context

The Robert Carre Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. We aim to be a safe organisation and have used the model recruitment and selection guidance provided by the Lincolnshire Safeguarding Children Board as the basis to develop our own recruitment and selection procedures.

This policy should be read in conjunction with the Trust's main Safeguarding Policy, and it will be regularly reviewed against changes/revisions to current legislation.

Elements of Safer Practice

Safer practice in recruitment means thinking about, and including, issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.

It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

The main elements of the process that will be applied in our staff recruitment processes will include:

- Ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- Ensuring that the person specification includes specific reference to suitability to work with children;
- Obtaining and scrutinising comprehensive information from applicants;
- Taking up and satisfactorily resolving any discrepancies or anomalies;
- Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- A face to face interview that explores the candidate's suitability to work with children as well as his/her suitability for the post;
- Verifying the successful applicant's identity through photographic identification e.g. birth certificate or driving licence/passport. Additionally, documentary evidence of home address should also be submitted. A list of suitable forms of documentation for identification purposes connected with a Disclosure and Barring Service (DBS) Disclosure application is shown in Appendix 1;
- Verifying that the successful applicant has any academic or vocational qualifications claimed through presentation of original certificates/documents;
- Checking his/her previous employment history and experience;
- Verifying that s/he has the health and physical capacity for the job;
- Undertaking an Enhanced DBS Disclosure application. It is important not to rely solely on the DBS Disclosure to screen out unsuitable applicants. These checks are an essential safeguard, but they will only identify individuals who have been convicted, will only be able to disclose other information where it is available, or identify those listed as unsuitable to work with vulnerable clients. There will be some individuals who are unsuited to working with children who will not have any previous convictions.

Volunteers

All volunteers will be expected to undergo an Enhanced DBS check.

Planning and Advertising

Planning is vital to successful recruitment.

Initial planning will involve assigning responsibilities for each stage in the process and a planned timetable to ensure that each stage can be completed to ensure that no information is overlooked.

Advertisements will clearly state the appropriate mix of qualities required, necessary and desired qualifications and experience that the successful candidate will need to demonstrate in order to prevent unwanted applications.

When a vacancy is advertised, the advertisement will include;

- A statement about the employer's commitment to safeguarding and promoting the welfare of children;
- The need for the successful applicant to undertake an Enhanced Disclosure check via the DBS process;
- The usual details of the post and salary, qualifications required, etc.

Information

Applicants will be provided with the necessary information which will include the following:-

- Application Form with explanatory notes about completing the form;
- Job Description and Person Specification;
- Other relevant information about the post and the school as necessary.

Information will either be downloadable via the Trust or school's website or posted out in hard copy upon request. The requirement for full electronic submission – if appropriate – will be clearly stated in the advertisement.

Application Form

The Trust insists that all applicants complete the Trust or school's standard application form; a Curriculum Vitae alone will not be accepted. All sections of the application form must be completed in accordance with the instructions provided.

The application form includes provision of the following information as a minimum requirement:-

- Full name and any former names;
- Current address;
- National Insurance Number;
- Details of academic and/or vocational qualifications relevant to the post applied for with details of the awarding body and dates of qualifications;
- A full work history in chronological order detailing the period from leaving secondary education, and including any full time/part time/voluntary work or gaps with explanations;
- Declaration of any family or close relationship to existing employees including governors and Trustees or known contractors/suppliers to the school;
- Names and addresses of 2 referees, one of which should be the current or last employer. References from relatives or friends will not be accepted;
- Statement of personal qualities and experience and why the applicant believes they are suitable for the post and how they meet the criteria in the person specification;

- An explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared;
- It should indicate that the successful applicant will be required to submit a DBS Disclosure application for an Enhanced check of criminal record;
- In cases where the successful applicant is a foreign national the individual should be asked to obtain a "Certificate of Good Conduct" from the national embassy in the UK as this will enable "trackability" of certificate, if required;
- In cases where the successful applicant is a foreign national, proof of right to work in the UK will also be required;
- In cases where the successful applicant is a UK national and has indicated that they have lived, or worked abroad for a period greater than 3 months, they too will be required to obtain a "Certificate of Good Conduct".

Job Descriptions/Person Specifications

These will clearly state:

Job Description

- The main duties and responsibilities of the post;
- The individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with;
- Reference to an Enhanced DBS Disclosure check.

Person Specification

- Qualifications and experience – both essential and desired;
- Any other requirements needed to perform the role in relation to working with children and young people.

Scrutinising and Short-Listing

All applications will be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Applications will be scrutinised by staff, governors or Trustees who have completed Safer Recruitment training.

Incomplete applications will not be accepted and may be returned for completion.

Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or, in the case of an applicant for a teaching position, a mid-career move from a permanent post to supply teaching or temporary work, also needs to be explored and verified.

All candidates will be assessed equally against the criteria contained in the person specification without exception or variation.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee. References or testimonials provided by candidates or open references and testimonials, i.e. "To Whom It May Concern" will not be accepted. This will prevent the opportunity for forging references. Open references/testimonials might be the result of a "compromise agreement" and are unlikely to include any adverse comments.

Ideally, references will be sought on all short-listed candidates before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage. The school reserves the right to insist on the take up of references prior to interview but may take exceptional circumstances into consideration if requested to do so. All appointments are subject to receipt of satisfactory references being provided and accepted by the school.

All requests for references will seek objective, verifiable information and not subjective opinion. The school will use reference proformas – see Appendix 2 (Teaching Staff) and Appendix 3 (Support Staff). A copy of the job description and person specification for the post for which the person is applying will be provided to all prospective referees.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, where an allegation was determined to be unfounded or did not require formal disciplinary sanctions and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or where there are issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Student Involvement

In the majority of cases the school has a policy to involve students in the recruitment and selection process.

This may take the format of students conducting tours of the school for candidates attending interview, or a panel of students involved in a more formal part of the interview process. Student feedback will be taken into consideration as part of the decision-making process.

Invitation to Interview

Invitations to interview will clearly state the format for the day and any specific requirements.

Candidates will be asked to bring documentary evidence with them to confirm their identity (photographic evidence required e.g. passport (current) and/or photo driving licence).

They will also be required to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. NB. If the successful candidate cannot produce original documents or certified copies, written confirmation of his/her relevant qualifications must be obtained from the awarding body, by the candidate.

A copy of the documents used to verify the successful candidate's identity and qualifications will be kept for the personnel file.

Interviews

All interviews will be face-to-face sessions and will not normally be conducted remotely. The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. Issues identified within the individual's reference will be discussed.

The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

Although it is possible for interviews to be conducted by a single person this is not good practice and the school will endeavour to ensure that there are a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate.

A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the panel member. It also reduces the possibility of any dispute about what was said or asked during the interview. At least one member of the interview panel will have some previous experience of interviewing and selection and in all cases at least one member of the panel will have completed the Safer Recruitment Training.

The members of the panel will have the discretionary power to make decisions about the appointment.

Scope of the Interview

The interview panel will meet before the interviews to reach a consensus about the required standard for the job to which they are appointing. They will consider issues to be explored at interview and agree their assessment criteria in accordance with the person specification.

A set of questions will be formulated and agreed upon and delegated to individuals on the interview panel. Each member of the interview panel will have a set of questions relating to each candidate to record salient points from their answers given.

Interview questions will be designed to test competency, attitudes and understanding and the same questions will be posed to all candidates for a particular post.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people;
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- Gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee (it is acceptable to ask individual issues relating to information contained within references);
- If the candidate wished to declare anything in light of the requirement for a DBS Disclosure.

If, for whatever reason, references have not been obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees.

Conditional Offer of Appointment: Pre-Appointment Checks

An offer of appointment to the successful candidate will initially be made verbally and then confirmed in writing and will always be conditional upon:

- The receipt of at least two satisfactory references;
- Verification of the candidate's identity;
- A satisfactory DBS Disclosure,
- Verification of the candidate's medical fitness;
- Verification of original qualifications;
- Verification of professional status where required;

- If a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process then the school reserves the right to seek advice from its HR Adviser;
- A right to work in the UK verification where appropriate.

All the above checks will be confirmed in writing, documented and retained on the personnel file, and, followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where the DBS Disclosure shows the candidate has been disqualified from working with children by a Court; or, an applicant has provided false information in, or in support of, his/her application; or there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the police and to any relevant Professional Body if appropriate.

In most circumstances an Enhanced DBS Disclosure will be obtained before an individual starts work. Where it is necessary to engage a member of staff / volunteer prior to completion of this formality then a full written risk assessment will be undertaken and the new employee will be appropriately supervised until this requirement has been successfully completed.

The school reserves the right to make these decisions based upon individual cases, taking into account the level of experience, qualifications, reference responses, the nature of the role and the availability of appropriate supervision.

DBS Checks on Overseas Staff and UK Residents who have worked or resided overseas

Any new recruit whose employment history indicates that they have previously taught overseas will need to provide an overseas police check if they have lived or been overseas for 3 months or more in the last 5 years. It must be dated no more than 3 months prior to the date they left that country. Some countries do not provide police checks, in this case a certificate /letter of good conduct should be provided by their employer, police force or embassy from the country in which they were living.

This will be in addition to the full enhanced DBS check and other required checks, especially those of identity and qualifications, and satisfactory references

Equal Opportunities

The Robert Carre Trust is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, marital status, age, physical/mental disability or offending background.

It ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, or in a separate discussion, it will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

Training

Members of the senior leadership teams at both schools in the Trust are trained in Safer Recruitment practices and at least one member of all interview panels will be Safer Recruitment trained. This training is updated every five years.

Adopted at the meeting of the Board on 28 February 2019

Next review date: March 2020 (Annually)

Attachments:

Appendix 1 – list of acceptable documents required to confirm identification for DBS purposes

Appendix 2 – reference proforma (Teaching Staff)

Appendix 3 – reference proforma (Support Staff)

DBS ID Validation Requirements*(From 24 October 2017)*

An applicant who wants to do **paid work** and **isn't a national of the UK or European Economic Area (EEA)** must go through Route 1 or Route 2 so therefore must be able to show:

- 1 primary document **see page 4*
- 2 supporting documents **see page 4*

If an applicant is unable to provide this documentation they can't submit a DBS check. This is because the right to work in the UK can't be established. They can't use any other route.

Applicants applying for **voluntary work** who **aren't UK or EEA nationals** must use Route 1. If the voluntary applicant can't supply these documents they may need to be fingerprinted.

Route 1

You must be able to show:

- one document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show your current address.

Route 2

If you don't have any of the documents in Group 1, then you must be able to show:

- one document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show your current address. The organisation conducting their ID Check must then also use an appropriate external ID Validation service to check the application.

EEA nationals who've been resident in the UK for 5 years or less may need to be fingerprinted if they can't show these documents.

Route 3

Route 3 can only be used if it's impossible to process the application through Routes 1 or 2.

For Route 3, the applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

Group 1

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EEA (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EEA
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage or civil partnership certificate	UK and Channel Islands
Immigration document, visa or work permit	Issued by a country outside the EEA. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non EEA country in which the role is based
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be valid.

Group 2b

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the you live and work
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or	UK	Issued in last 12 months

Document	Notes	Issue date and validity
endowment		
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only if you're residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid



The Robert Carre Trust

We would be grateful if you would attach to this proforma a full written reference regarding the applicant's skills and attributes and suitability for the post.

Reference request for Teaching Post

Post:

Applicant:

Referee:

How long have you known the applicant:	
How do you know the applicant/your role:	
Dates employed with you:	
Applicant's job title/role:	
Current grade/salary:	
Reason for leaving:	

Are you aware of the candidate's application for this post?

Yes No

Do the candidate's present role and responsibilities prepare him/her well for this main duty?

Yes No

Please tick the most appropriate box:

	Outstanding	Good	Satisfactory	Poor	Comments
Quality of teaching					
Role as a tutor					
Relationships with students					

Relationships with colleagues					
Classroom management					
Ability to work within a team					
Ability to motivate/inspire students					
Ability to motivate/inspire colleagues					
Inter-personal skills					
Examination results					
Quality of assessment and marking					
Student discipline					
Participation in wider school activities					
Administrative and organisational skills					
Attendance and Punctuality (unrelated to health)					
Use of ICT					

Disciplinary Record

Please give details of any disciplinary procedures, formal or informal, which apply to the candidate in which a sanction is current or has expired:

Please give details of any capability procedures in the last two years:

Have there ever been any safeguarding issues associated with this applicant? Yes No

Are you able to recommend this candidate without reservation? Yes No

Date:

Please return them together to julie.body@carres.uk by ***** or fax it to 01529 413488.

Thank you.



The Robert Carre Trust

Reference request for Support Staff Post

Post:

Applicant:

Referee:

How long have you known the applicant:					
How do you know the applicant/your role:					
Dates employed with you:					
Applicant's job title/role:					
Current grade/salary:					
Reason for leaving:					
Assessment of skills and abilities	Excellent	Good	Satisfactory	Inadequate	Unknown or N/A
Verbal communication					
Written communication					
General standard of work performance					
General conduct/behaviour at work					
Relationships with students (if applicable)					
Relationships with colleagues					
Ability to work as part of a team					
Competence in administration/organisation					
Competence in ICT					
Ability to manage difficult situations					
Ability to deal with difficult behaviour					
Ability to work effectively under pressure					
Ability to make decisions					
Ability to use initiative					
Ability to prioritise					
Ability to delegate					
Sense of humour					
Enthusiasm					
Timekeeping and punctuality					
Commitment to the job					
Commitment to own professional development					
Overall contribution to the work place					
Has the applicant had previous contact with and/or worked with children?					
Do you have any concerns about the candidate's suitability to work with children/young people? <i>(If yes, please explain why this person may not be suitable)</i>					

Is there any action or sanction of a disciplinary nature (current or expired) or any allegations or concerns raised about the applicant regarding their conduct or capability? <i>(If yes, please give details)</i>	
Have there ever been any safeguarding issues associated with this candidate?	
Do you consider the applicant able and suitable to undertake the responsibilities of this post?	
If you have any reservations about supporting the candidate's application for this post please explain:	
Did the candidate complete a satisfactory probationary period within your organisation? <i>(If no, please explain the reason(s) why)</i>	
Does the candidate have any criminal convictions that you are aware of?	
Does the applicant have a satisfactory attendance record?	
Would you re-employ this candidate without reservation? <i>(If no, please provide details)</i>	
Please provide a brief description of the candidate's current duties and responsibilities	
Please comment on the applicant's general suitability for this post (or attach a separate sheet if necessary)	

Signed:

Please print name:

Job title:

Date:

Please return this form to:

Mrs Julie Body
PA to Executive Headteacher
Carre's Grammar School
Northgate
Sleaford
NG34 7DD
 julie.body@carres.uk

or

Mrs Helen Gill
PA to the Head of School
Kesteven & Sleaford High School
Jermyn Street
Sleaford
NG34 7RS
 helen.gill@kshs.uk