

# SAFER RECRUITMENT POLICY (Recruitment and Selection)

## 1. PURPOSE

OneSchool Global UK Maidstone Campus is committed to attracting, selecting and retaining the best possible employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the Campuses performance and fundamental to the delivery of a high quality service.

The aim of this policy is to ensure that the safeguarding and welfare of children and young people is delivered at each stage of the recruitment process.

This Safer Recruitment Policy has been produced in line with Part 3 of the Department for Education (DfE) guidance, 'Keeping Children Safe in Education' and applies to all sections of the Campus. Our aim is to ensure the safe recruitment of staff, ensuring the process is conducted in a fair, effective and economic manner and to ensure those that are responsible for each stage of the recruitment process are aware of their responsibilities and demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

This Safer Recruitment Policy outlines the process by which we will identify the person best suited to the job based on the applicant's abilities, qualifications, experience and merits, measured against the job description and person specification.

## 2. SCOPE

This policy outlines the procedures by which staff are recruited to work in schools. This policy covers the process to be followed whereby staff are recruited from agencies into employment and the process of engaging agency workers into temporary supply roles.

## 3. DEFINITIONS

For the purposes of this Policy, the following definitions apply.

KCSIE	Refers to the latest version of the 'Keeping Children Safe in Education guidance'
TRA	Teaching Regulation Agency
EEA	European Economic Area
SCR	Single Central Record

## 4. POLICY STATEMENT

### 4.1 INTRODUCTION

This policy will ensure that safe and fair recruitment and selection is conducted at all times at the Campus and to avoid possible unlawful discrimination, and that a consistent approach to the appointment of staff is applied.

Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection. It is essential in creating a safe environment for children and young people. The Trust expects all staff and volunteers to actively share and promote this commitment.

The Campus is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing an excellent teaching and learning service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the schools' performance and fundamental to the delivery of a high quality education.

To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against, and to ensure that arrangements comply with the regulations set out in Parts 3 and 4 of Independent Schools Standards Requirements (ISSRs) .

## **4.2 POLICY PRINCIPLES**

The Trust is committed to safeguarding and through the implementation of this policy and its procedure the Trust will demonstrate compliance to, and follow principles of safer recruitment. This policy will support Campuses throughout the recruitment process to deter, reject, detect and prevent those who might abuse or may be unsuitable from working with children.

The Campus is committed to providing the equality of opportunity for all, and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status or sexual orientation. The Campus acknowledges that unfair discrimination can arise on occasion and so will ensure that its equal opportunities policy is the foundation for all of its activities.

## **4.3 PRE-EMPLOYMENT VETTING CHECKS**

### **4.3.1 Identity checks and right to work**

- All applicants invited to attend an interview at the Campus will be required to bring their identification documents such as: passport; birth certificate, driving licence etc. with them as proof of identity and eligibility to work in the UK in accordance with the stipulations set out in the Immigration, Asylum and Nationality Act 2006, and as required by the Disclosure and Barring Service ('DBS') (England and Wales), or as by the Protecting Vulnerable Groups ('PVG') Scheme (Scotland), or by the AccessNI (Northern Ireland) Codes of Practice, whichever apply to the role.
- Copies of original documents which provide evidence for the 'right to work in the UK' check should be taken, dated and signed to verify that the originals have been seen and these should be retained on personnel files.
- Copies of original documents which are proof of identification will also be copied and verified as original and will be retained for the purpose of recording and confirming that proof of identity has been checked. Once the record is established, the proof of identity documents which are not also evidence of right to work, will be confidentially destroyed and only the record of the proof of identity check having taken place will remain on file (i.e. we will retain copies of passports, birth certificates, marriage certificates and driving licences but not copies of utility bills, bank statements).

Campuses should use the staff file checklist at appendix 1 and then retain the checklist on the file as proof of checks.

#### 4.3.2 Criminal Record checks and disclosures

- All employees of the Campus are in regulated activity and therefore a new enhanced DBS Disclosure (or appropriate PVG or AccessNI check whichever is applicable), including any appropriate barred list check will be required at the start of employment.
- Where the post is in England and Wales and an Enhanced DBS check with appropriate Barred list check was in place at their previous employer and there has been a gap in employment of no more than three months, the employee may start their employment yet the offer remains conditional until the new DBS certificate is returned. However, a new Barred List check is still required.
- If the candidate does not have an appropriate level DBS check in place at their current employment that can be used (three-month rule), a new criminal record disclosure is required in order to commence work. The successful candidate will be informed of the arrangements for such a check. The DBS checking process must be initiated before the applicant's start date but no earlier than three months before employment commences. Appendix 2 can be used to record the DBS/criminal record check performed. This form can be completed and retained on the employee file.
- Where a new starter subscribes to the DBS update service and their membership of the service relates to a DBS check for the same level and type of workforce as their new role requires, their permission must be obtained before their DBS is checked online. The original DBS certificate corresponding to their update service membership must be seen and the outcome of the check must be recorded on the SCR in the normal manner. A print out of online check should be retained as evidence along with a copy of the top section (showing the DBS certificate number) of the original certificate. Appendix 3 can be used to document that an online DBS check has been carried out. This form once completed can be inserted upon the staff file.
- Where a check of the DBS update service identifies that the information on the candidate's certificate has changed since the date that the certificate was issued, guidance from HR should be sought and a new DBS applied for.
- It is the Trust's policy to re-check employee's DBS certificates for any employee that has a break in service of more than three months (e.g. unpaid career breaks etc.). In such cases employees must be re-checked before they return back to work. Parallel entries of subsequent DBS checks will be recorded on the SCR.
- Members of staff at the Campus should be made aware of their contractual obligation to inform the Head Teacher or HR Trustee of any cautions or convictions that arise between these checks taking place, or indeed at any time during their employment as per the Code of Conduct.
- Campuses have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not resigned.

#### 4.3.3 Barred list

- It is illegal for an employer to knowingly allow someone to carry out regulated activity with the group from which they are barred, and it is an offence for a barred person to work or seek to work in regulated activity within a group from which they are barred.

- A separate barred list check must be undertaken in the event that an enhanced disclosure is not received in advance of a member of staff starting work in regulated activity or where a 'portable' disclosure via the DBS update service is used.
- This check can only be carried out on staff who will be working in regulated activity.
- The check can be completed via the DBS application where an enhanced DBS is being requested, or the Barred List can be checked via the Teacher Services website. The employee does not need to have a Teacher Reference Number in order to carry out this check.

#### **4.3.4 Starting work before DBS clearance has been obtained**

- Staff will not usually start employment until their DBS check (or equivalent in Scotland and Northern Ireland) has been received and deemed satisfactory by the Campus.
- Exceptions to the above may need to be made very occasionally but only if all other pre-recruitments have been completed and are deemed satisfactory by the Regional Principal. In these cases, a risk assessment will be carried out to determine (a) whether it is safe for that individual to start work before his or her check has been verified; and (b) the level of supervision required. The individual will not be allowed to attend trips or to be alone with a pupil until their checks have come through. A record of the risk assessment and supervision deemed necessary will always be made in the notes section of the SCR.
- The application for an enhanced DBS Check will still be carried out even if the person is not resident in the UK

#### **4.3.5 Rehabilitation of offenders and 'positive' criminal record disclosures**

- The Campus is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those considered as 'spent', must be declared. If an applicant has a criminal record this will not automatically debar them from employment. Each case will be assessed fairly by reference to the Trust's objective assessment procedure.
- Any employee who is convicted of, or cautioned for, any offence during their employment with the Campus must immediately notify in writing the Head Teacher or HR Trustee of the offence and penalty.
- Trustees, with support from HR and the Regional Principal, will decide if an adverse DBS is acceptable or whether they have a concern about the applicant's suitability to work with children.

#### **4.3.6 Overseas Criminal Record Checks**

- Candidates who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Campus must make further checks which they deem appropriate so that any relevant events that occurred outside the UK can be considered.
- Additional references may also be required.
- If the applicant has lived abroad for more than three months in the last ten years they will be required to provide the Campus with evidence, such as an official certificate of good conduct, or police or criminal record check from the countries where they have lived, studied or worked.
- Advice for candidates on how to obtain such checks can be found via [Overseas Applicants Criminal Record Checks](#); candidates are responsible for applying for, and meeting the cost of, any such checks and official translations.

- Staff cannot commence employment until the relevant overseas checks are obtained.

#### **4.3.7 Prohibition Checks: Prohibition from Teaching Checks**

- A new starter who is being offered a role to carry out teaching work will require an additional check to ensure they are not prohibited from teaching or whether they are subject to an interim Prohibition Order.
- A 'Prohibition from Teaching' check indicates whether there are any permanent or interim prohibitions, sanctions and/or restrictions that might prevent the candidate from being employed in certain roles. The check also indicates whether a new starter has Qualified Teacher Status (QTS), QTLS or whether they have completed their teacher induction, if applicable.
- A 'Prohibition from Teaching Check' must be undertaken by the school using the 'Teacher Services' website. This check should be undertaken for staff who are to be employed as teachers (those with QTS, QTLS, those without QTS, or unqualified teachers), or for those staff to be involved in 'teaching work' that is not performed under the direction of a teacher (e.g. HLTA, some Teaching Assistant or Learning Support Assistant roles, etc). Further advice can be sought from HR.
  - Where new staff may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current, this will be checked also via the Teacher Services website and a note of that check recorded on file.

#### **4.3.8 Restrictions on teaching from the EEA (European Economic Area)**

- Where teachers have trained or worked in the European Economic Area (EEA) checks also need to be carried out to establish if they have received any restrictions on their teaching. [The EEA is the countries of the EU, plus Iceland, Liechtenstein and Norway.]
- The Teacher Services system can be utilised to carry out appropriate checks on individuals who have lived or worked outside the UK. Schools will be able to use the system to establish if any details are held regarding a teacher sanction or restriction imposed by an EEA professional regulating authority. Although restrictions imposed do not prevent a person from taking up teaching positions in England, schools should consider the circumstances that led to the restriction or sanction being imposed when considering a candidate's suitability for appointment. A note of the check should be recorded on file.

#### **4.3.9 Section 128 Prohibition from the Management of Schools Check**

- The Section 128 check (of the Education and Skills Act 2008) checks whether an individual has been prohibited from the management of schools. This check is carried out via an appropriate DBS check, or where that is already in place, the check can be made via the Teacher Services website.
- This check should be carried out and recorded on the SCR for all staff employed externally or internally in roles where they are considered as having management responsibilities. Such roles include members of the Trustee team, Campus Administration team, Head Teachers, Senior Leadership Team members, Curriculum Leaders and those roles with a national remit, amongst others. Further advice can be sought from HR.

#### **4.3.10 References**

- References for applicants who are shortlisted for interview will be taken up by the central HR team, wherever possible, before interview. Referees must include the most recent employer as well as the most recent employer who has known the candidate working with children if relevant. Open references (e.g. 'to whom it may concern' format) or references that are solely character references from close family members or friends are not acceptable. References that confirm only dates of employment can be considered but additional references on the candidate's suitability for the role offered should be requested also.
- All references should be signed or countersigned by the Head Teacher of the issuing school.
- References received are checked and verified to ensure that there is no incomplete or contradictory information. Further clarity will be sought in cases where information is missing, unclear or contradicts that provided by the applicant.
- Any detail of previous allegations or disciplinary action, along with any other information from pre-employment checks, will be objectively assessed and will inform any decision made regarding the candidate's suitability for the role.
- Where references are received in an electronic format or are verbally supplied to the central HR team, the provenance of the reference will be verified. Where verbal references are taken, the person taking the reference should verify the source of the reference and note the verification method used.

#### **4.3.11 Medical fitness**

- Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness to perform the duties outlined in the job description for the post before employment can commence. All successful applicants are requested to complete a confidential medical questionnaire and, where appropriate, a doctor's medical report may also be required.

#### **4.3.12 Qualifications**

- Where qualifications are listed in the Person Specification for the role, candidates will be required to bring in original documents or certificates of relevant registration, training or qualifications so that originals can be verified and copies can be lodged on their personnel file.
- For teachers a check of QTS, QTLS and the satisfactory completion of the teacher Induction will be checked via Teacher Services.

### **4.4 Induction**

- 4.4.1 All new staff new will be required to undertake induction training. This will include:
- Safeguarding & Child Protection Policy (including role of the DSL and CME guidance)
  - ICT & E-Safety Policy
  - KCSIE part one (all staff)
  - KCSIE Annex A (leaders and those who work directly with children)
  - Behaviour Management Policy
  - Staff Code of Conduct (including whistleblowing, acceptable use of IT, staff/student relationships and guidance on social media usage)
  - In addition staff will also receive health and safety training
  - completion of a written induction checklist(s) for each role they undertake at school.

#### **4.5 Probationary Period**

- 4.5.1 All staff will be subject to a probationary period at the start of their employment. The purpose of the probation is for the employee and the employer to decide if the recruitment is a best fit. The criteria for passing the probation period is generally that the employee is completing the duties of the job description to a satisfactory level.
- 4.5.2 Further information can be found in the guidance on probation periods.

#### **4.6 Record retention & data protection**

- 4.6.1 Interview notes on unsuccessful applicants will be retained for a period of 6 months after which time the notes will be destroyed via confidential shredding. The 6 month retention period is in accordance with the Data Protection Act 2018 and will also allow the Campus to deal with any data access requests, recruitment complaints or to respond to any complaints made to an employment tribunal.
- 4.6.2 Interview notes, assessments and evidence of pre-employment checks will be retained on the employee's file in accordance with DPA 2018.

#### **4.7 Ongoing employment**

- 4.7.1 It is recognised that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The Campus will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure, PPD, and through ongoing staff training.

#### **4.8 Monitoring**

- 4.8.1 The central HR team is responsible for liaising with the HR Trustee to ensure that this policy is monitored and evaluated throughout the Campus.

#### **4.9 Leaving employment**

- 4.9.1 Staff leaving employment will be invited to attend an exit interview at which time an exit questionnaire will be completed by the employee and the Head Teacher or other appropriate person. The information provided will be used for monitoring purposes; where a review of exit interview data is used the information provided would be reported upon anonymously. The exit interview form will be included on the individual's post-employment personnel file.

#### **4.10 Contractors**

- 4.10.1 The Campus should check that any staff employed by contractors, which may include catering and cleaning staff, have been subject to all pre-employment checks as per safer recruitment requirements in relation to working within the school setting. The Campus must confirm that contractors are suitable to work in a school environment. This must include that contractors have carried out the appropriate level of DBS check (or equivalent) for their staff and the work that is to be undertaken. Appendix 4 can be used to document the checks performed and that the contractor suitability has been assessed.
- 4.10.2 Work to be performed by contractors should be risk assessed to establish the type of work to be undertaken, the period and frequency of the work, whether the work involves any opportunity for contact with children, or whether the work involves regulated activity. The risk assessment should clarify whether supervision of the contractor's work is required along with any other actions necessary e.g. health and safety implications.

4.10.3 The identity of contractors will be checked on arrival by the Head Teacher or their delegate. Details of contractors who work in regular contact with children at the Campus, and those contractors who are likely to be sent to work at the Campus on a continual basis throughout the year, should be detailed on the SCR. Further details can be found in the SCR guidance.

#### **4.11 Agency workers as temporary supply staff**

4.11.1 The template letter of assurance at appendix 5 of this policy should be used at the outset of engaging with employment. The letter provides evidence that the agency performs the necessary pre-employment checks on the agency workers it provides. Letters of assurance should be completed by each agency the Campus uses for temporary and 'temporary-to-permanent' staffing. Where agencies decline to provide such a letter the agency should not be utilised and advice should be sought from HR.

4.11.2 Prior to the placement of any agency worker at the Campus written confirmation is required from supply agencies that it has satisfactorily completed all relevant checks for the worker to the level required for the post that they are to work in. This must include an appropriate level of enhanced DBS check with Barred List checks (or its equivalent) if the work is regulated activity and confirmation of whether the DBS discloses any information. The DBS must not be more than three months old by the date that the worker is due to begin to work at the Campus (or three years old if they have been in continuous employment with that same agency). Appendix 6 can be used to document that the agency worker has been assessed as suitable for the placement.

4.11.3 The agency must provide to the Campus the following documents ahead of commencement:

- confirmation that all relevant recruitment paperwork and pre-employment checks are in place for the agency worker, and evidence of those checks
- copy of the DBS certificate (or its equivalent where the agency work is conducted in Scotland or Northern Ireland)
- copy of the worker's photographic identification.

4.11.4 The agency worker on their first day should provide original copies of their criminal record check and their photographic identification document. The Campus should record on the SCR that these original items have been seen.

4.11.5 A record of the checks for supply staff will be included in the SCR. Any such information would be treated as confidential and a documented risk assessment conducted where necessary in the event of a positive disclosure.

4.11.6 Identity checks will be carried out to confirm that an individual arriving at the Campus is the individual whom the agency has referred and that any notes provided on the DBS of previous cautions or convictions noted are acceptable for the individual to be working within the Campus. This decision will be taken by the Head Teacher and the HR Trustee, with advice from HR as required.

#### **4.12 Recruiting Agency Workers into paid employment**

4.12.1 Agency workers whether they have worked on supply at the Campus, or whether they have been put forward as a candidate for a vacant role, must go through the same interview and assessment process as they would if they were a direct applicant.

4.12.2 When employing agency workers who have been working in a supply role, or where employment agencies have put forward candidates for vacancies which lead to a

conditional offer of employment being made, the Campus must undertake its own pre-employment checks as outlined in section 4.3 of this policy. Prior to the offer of employment becoming 'unconditional', satisfactory results for each of the checks must be received by the Campus, and the Campus must have carried out any risk assessments deemed necessary in relation to any of the pre-employment checks (e.g. any adverse results of any pre-employment checks).

- 4.12.3 Where staff are being recruited directly from an agency, prior advice should be sought from HR in relation to the candidate placement terms and conditions which the agency put forward, prior to the discussion of any offer of employment.

#### **4.13 Reasonable adjustments for the Recruitment and Selection process**

The Equality Act 2010 makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process.

## **5. PROCEDURES**

The following procedures and practices are in place to ensure the safe recruitment of staff and to ensure equality of opportunity.

### **5.1 Advertising and the initial process of recruiting**

#### **5.1.1 Advertising**

The Campus will generally advertise vacant posts to encourage as wide a field of applicants as possible. This can involve internal and external advertisement in relevant local and national publications or websites, including the Focus website and the Campuses own website. Any advertisement will include a clear statement of the Trust's commitment to safeguarding and promoting the welfare of children.

Where an advert contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements and not as an informal selection procedure.

#### **5.1.2 Job Description & Person Specification**

The job description outlines the general nature of the post including the main duties and responsibilities. The person specification outlines the qualifications, knowledge, attributes and skills required to undertake the role and it is these criteria that are used as short-listing criteria by individuals scrutinising the applications.

### **5.2 Application pack**

- 5.2.1 Prospective applicants are supplied with:
- acknowledging covering email or letter
  - application form
  - job description and person specification
  - Access to a copy of the Rehabilitation of Offenders/Recruitment of ex-Offenders Policy
- 5.2.2 Where candidates apply for any of the Campus vacancies online (e.g. via TES) the above items are made available electronically.
- 5.2.3 All applicants for employment are required to complete the Campus application form (or the online application form via TES) before their application can be considered. This form contains questions about academic achievements, qualifications and requests the full employment history. All applicants are required to account for any gaps or discrepancies

in employment history and provide reasons for moving between posts.  
CVs without an application form will not be accepted.

- 5.2.4 The application form includes the applicant's declaration regarding convictions and working with children, and makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.
- 5.2.5 Where application forms are completed and submitted electronically, in the event of being invited to interview candidates will be asked to sign their application form at the declaration sections.
- 5.2.6 All applicants will be made aware that providing false information is an offence and could result in the application being rejected, an conditional offer withdrawn or summary dismissal if the applicant has been selected. It may result in possible referral to the Police and/or other professional regulatory bodies.

### **5.3 Received applications and short-listing**

#### **Handling applications**

- 5.3.2 Applications submitted online will receive an acknowledgement email from the HR team.
- 5.3.3 The HR team will be responsible for collating a list of all applications as they arrive.
- 5.3.4 All applications should be initially scrutinised by a member of the central HR team who has completed safer recruitment training. Any applicant who has not completed the Trust's application form in full will be asked to do so if they wish to have their application considered further. Once applications are screened they are sent on to the Campus from central HR.
- 5.3.5 All those involved in the short-listing process have a responsibility to scrutinise the application forms carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect.
- 5.3.6 Staff shortlisting the applications have specific responsibility for ensuring that a thorough scrutiny of the application has taken place, as per safer recruitment guidelines, prior to the interview. This should include a month-by-month record of employment since leaving school to the present date. Any gaps in employment should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.
- 5.3.7 The Chair of the interview panel who has queried the gaps should ensure the answers recorded regarding any gaps and ensure that any application forms which contain notes from the shortlisting process should be put on the recruitment file for the vacancy, or upon the file of the successful candidate where it is their form which contains notes.

#### **Shortlisting**

- 5.3.8 Shortlisting should be carried out by at least two if not three members of staff or the Trustee or Campus Administration team who have appropriate authority, at least one of whom should have successfully completed 'Safer Recruitment' training.
- 5.3.9 The shortlisting panel will independently scrutinise applications further using a selection matrix when necessary (a simple format, objectively cross-referencing candidates against the criteria in the job description and the person specification). Where a panel member knows any of the applicants who have applied this should be declared before or during the shortlisting process.

- 5.3.10 In addition to judging the application form against the person specification criteria for the post, anyone noticing an anomaly in the information provided will make a written note to that effect to be followed up at interview if applicable.
- 5.3.11 The final shortlist will be drawn up by the panel at a shortlisting meeting. In the case of a teaching vacancy this meeting will normally be chaired by the Head Teacher, or the HR Trustee, and include the relevant line manager.
- 5.3.12 The shortlisting meeting normally takes place within five days of the closing deadline. All those involved in the interview process should attend this meeting whenever possible. Those unable to do so should send written recommendations to this meeting on the selection matrix.
- 5.3.13 Unsuccessful shortlisted candidates are generally not contacted, and this is stated at the time of application.

#### **5.4 References**

- 5.4.2 Upon receipt of the shortlist from the Campus, references of applicants who will be invited to interview will be taken up by the central HR team, wherever possible, before interview. Referees are sent the following:
- standard reference request letter
  - a copy of the job description (the referee's copy of the job description should not include the salary details where a precise figure or hourly rate is included)
  - template reference form, which should be completed in addition to any written reference provided.
- 5.4.3 Upon receipt of references the author and sender of the form will be verified by the central HR team. References will be checked to ensure that they do not contain incomplete or contradictory information. Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made by a designated member of staff by telephone, to probe further and clarify. A note of the telephone discussion should be taken and put on file alongside the reference. Details of when the telephone discussion took place and between whom should be included on the note, alongside the name of the author of the note.
- 5.4.4 Where the information provided within the reference is incompatible with that provided by the candidate, queries should also be raised with the candidate at the earliest opportunity.
- 5.4.5 In cases where there have been previous allegations or disciplinary action taken, an objective assessment of any such information should be made, taking into account any other information from the pre-employment checks and information where necessary from the applicant. Advice should be sought from HR in making the objective assessment and a decision made regarding the candidate's suitability for the role. The HR Trustee, representing the employer, should approve any decision regarding the offer of employment.

#### **5.5 Interview process**

- 5.5.2 All short-listed candidates are contacted by the Campus by telephone or email to invite them to attend an interview. Where candidates have detailed that they require any 'reasonable adjustments' or 'access requirements' to support them in participating in the recruitment and selection process, this should be discussed in advance of the interview and any assessment. Advice can be sought from the HR team on this matter as required.

- 5.5.3 The interview panel should wherever possible consist of the same staff who were involved in the shortlisting process. Where the interview is for a senior member of staff, a member of the central HR team may also be present.
- 5.5.4 Where a panel member knows any of the candidates being interviewed, this should be declared prior to interview.

## 5.6 Invite to Interview pack

- 5.6.2 The 'Invite to Interview' pack should contain:
- interview email or letter, detailing identification paperwork required, qualification certificates that should be provided on the day of interview.
  - the interview programme of the day, including any information about any lesson to be taught in the case of any interviews for teaching positions and details of any appropriate test or assessment which may be required
  - Campus site map, directions and parking details

- 5.6.3 The Campus does not generally offer telephone interviews, although video conference may be appropriate in exceptional circumstances (for example if the applicant is abroad).

### Interview programme

- 5.6.4 The interview process should objectively explore the applicant's suitability for the role and their ability to carry out the job description and meet the person specification.

- 5.6.5 The programme normally includes:

- tour of the department or area that the individual is going to work within
- lesson observation (for teaching posts, usually observed by a Head of Department or Head Teacher)
- a test relevant to the post (usually for support staff)
- ideally 'meet and greet' from the Head Teacher and Trustee(s)

- 5.6.6 Teaching a lesson is an essential aspect of the process for making a teaching appointment. Information will be supplied to the teaching candidate ahead of the interview day providing the context and content of the lesson to be taught. Candidates are given the opportunity to ask any questions they may have about this aspect of the interview process.

- 5.6.7 Each interview process must include at least one person who has successfully undergone Safer Recruitment training (e.g. the HR Trustee, the Head Teacher, member of the Campus administration team) within the last two years.

- 5.6.8 Interviews will be conducted in a professional manner. Interviewers should ensure that they are familiar with the Job Description and Person Specification for the post.

- 5.6.9 Core questions to assess the suitability of the candidate to undertake the role will be asked of all candidates. These questions will be agreed by the panel prior to interview, as well as any specific questions relating to an individual's application. The interviewers should be careful to not ask discriminatory questions or questions about a person's personal circumstances which are not related to the post.

### During the interview

- 5.6.10 The interview panel will always require that candidates:
- explain satisfactorily any gaps in employment or significant periods of time working or living abroad

- explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
  - declare any information that is likely to appear on any enhanced criminal record disclosure
  - demonstrate their capacity to safeguard and protect the welfare of children and young people
  - demonstrate their attitude towards children and young people.
- 5.6.11 The template questions and answer sheet should be used to make notes of responses and of any questions asked by the interviewee during the interview.
- 5.6.12 Candidates should be made aware that if successful any offer of employment would be conditional until satisfactory results of the pre-employment checks are received and the probation period passed.
- 5.6.13 During the interview process relevant qualifications and forms of identification etc. will be scrutinised and checked by the panel. Copies of relevant documents will be taken and they will be verified, dated and initialled by the Chair of the Panel to show that originals have been seen and copied.
- 5.6.14 Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case at the end of the interview process. This information should be used to objectively risk assess to establish the suitability of a candidate for the role available.

## **5.7 Candidate selection**

### **Final selection meeting /discussion**

- 5.7.2 This is held as soon as possible after the interviews have ended. This meeting should include all those involved in the selection/interview process. A record of the decision-making to appoint an individual ahead of others should be noted, to ensure that there is a record to provide feedback to the unsuccessful candidate/s if required.
- 5.7.3 Interviewers bring any notes they have made with them (including lesson observations if applicable); these are collected and stored with the application file at the end of the process. All notes are stored for a minimum of 6 months. Notes regarding the successful candidate are transferred to their personnel file.

### **Contacting referees by telephone**

- 5.7.4 As outlined above if there are any queries regarding the information provided on a reference verbal contact must be made to the referee. The person taking the call should ensure that they are speaking directly with the referee, and that they query the areas on the reference that require further clarification and evaluate the response.
- 5.7.5 Accurate notes of the telephone call should be made (the written references should be annotated, dated and initialled) and put on file as appropriate.

### **Communicating the outcome**

- 5.7.6 The Head Teacher, HR Trustee or other appropriate person with authority to make an offer of employment should contact the successful candidate ASAP.
- 5.7.7 If verbal acceptance is received, the conditional offer letter (offer of employment) together with the contract of employment is drafted by the HR department. A member of the Trustee team must approve and sign the offer letter.

- 5.7.8 The verbal and written email offers must state that it is a conditional offer of employment and is subject to the receipt of two satisfactory references (if both references not received prior to interview), and checks including an appropriate level of criminal record check and Barred List check as required, verification of identity, proof of right to work in the UK, original copies of any qualifications having been seen, and confirmation of medical fitness for the post. When the successful candidate has accepted the role, regrets will be given to candidates who were unsuccessful at interview. These will be sent by the HR department.
- 5.7.9 If the successful candidate declines the offer of the post, the selection committee reconvenes.

## **5.8 Pre-employment vetting checks and commencing employment**

- 5.8.2 A new appointee should not commence employment until all pre-employment checks have been completed and other criteria have been met in accordance with this policy. The process of checking qualifications, verifying identity and prohibitions, suitability of a newly appointed member of staff must be logged carefully on the SCR. Vetting checks will be determined by whether an individual will be involved in regulated activity.

## **5.9 New employee administration, induction and probation**

- 5.9.2 A personal HR file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment guidelines. This checklist will be retained on personal files (Appendix 1).
- 5.9.3 New staff will be enrolled on the appropriate induction and a Campus induction checklist will be completed in the first few days of employment. Further guidance can be located in the induction policy for teachers and the induction guidance for support staff.
- 5.9.4 An appropriate manager will go through the probation process and documentation with the new starter within the first few days of employment.

## **5.10 The Single Central Record**

- 5.10.2 In addition to the various staff records kept at the Campus and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with DfE requirements and in accordance with the type of role that the new starter will work in.
- 5.10.3 The single central record contains details of the following:
- all employees who are employed to work at the school
  - all workers who are engaged as supply staff to the Campus whether employed directly or through an agency
  - all others who have been chosen by the Campus to have regular contact with children. This will cover volunteers, Trustees, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches etc.

## 6. GUIDELINES

- Keeping Children Safe in Education 2018
- The Education (Independent School Standards) Regulations 2014
- Department for Education: Staffing and employment advice for schools – October 2018
- Parts 3 and 4 of The Education (Independent School Standards) Regulations 2014
- The Equality Act 2010
- Keeping Children Safe in Education 2018
- ISI Commentary on the Regulatory Requirements September 2018

## 7. ASSOCIATED DOCUMENTS

- Safeguarding Policy
- Teachers Induction Policy
- Induction of Support Staff Guidance
- Rehabilitation of Offenders/Recruitment of ex-Offenders Policy
- SCR Guidance
- Equality of Opportunity Policy
- Probation Guidance

## 8. ATTACHMENTS

- Appendix 1 – Staff Pre-employment Checks Record
- Appendix 2 – Record of Criminal Record Check
- Appendix 3 – Record of Online DBS check completed
- Appendix 4 – Contractor Checklist
- Appendix 5 – Agency template letter of assurance
- Appendix 6 – Agency Worker Checklist

## Policy Details

<b>Effective Date:</b>	April 2019	<b>Review Date:</b>	April 2021
<b>Approval Authority:</b>	Board of Trustees	<b>Expiry Date:</b>	TBC
<b>Policy Author:</b>	Julie Parsonson	<b>Enquiries Contact:</b>	<a href="mailto:support@focus-school.com">support@focus-school.com</a>
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## Version Control

<b>Policy Code:</b>	<b>Date:</b>	<b>Version No:</b>	<b>Nature of Change:</b>
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