

MAGHULL HIGH SCHOOL



Safer Recruitment and Single Central Record Policy

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1. INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Maghull High School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education 2019 and Dealing with allegations of abuse against teachers and other staff – DfE 2012.
- 1.2 This policy reinforces the conduct outlined in ‘Guidance for Safer Working Practice for Adults who Work with Children and Young People’ as well as the school’s Confidential Reporting (whistle blowing) policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 Maghull High School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
- behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
 - conducted an act which is deemed inappropriate and may impact on the school’s reputation or confidence in staff’s ability to safely work with children
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. ROLES and RESPONSIBILITIES

- 2.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them

2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school including checking prohibition orders
- monitor any contractors' and agencies' compliance with this document
- promote the safety and wellbeing of children and young people at every stage of this process
- Provide interview guidelines for the lead SLT member of a Panel (or lead Governor where appropriate) which is updated annually (See Appendix A)

2.3 The DSL will:

- Regularly meet with the holder of the Single Central Record to review it and sign it off as up to date
- Regularly review contractors visiting the site to ensure that all checks are up to date
- Liaise with the safeguarding governor who will regularly sign off the Single Central Record

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“As Maghull High School is fully committed to the safeguarding of its students, the successful candidate must obtain a satisfactory Enhanced Disclosure (via the Disclosure and Barring Service) in order to be appointed.”

3.2. All applicants will have access to the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and wellbeing of the pupils
- Job description and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

3.5 A curriculum vitae cannot be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 In accordance with Keeping Children Safe in Education 2019 at least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment'.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee and, where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

5.6 Reference requests will include the following:

- Applicant's current post and salary
- Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face.
- 7.3 Candidates will be required to:
- Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - Complete a self-disclosure form to declare any information that is likely to appear on the DBS disclosure
 - Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

- 8.1 An offer of appointment will be conditional and before appointing new staff, the school will:
- Verify proof of identity
 - Obtain an enhanced DBS certificate, including barred list information for those who will be engaged in regulated activity
 - Verify proof of professional status
 - Verify actual certificates of qualifications
 - Request they complete a confidential health questionnaire
 - Verify proof of eligibility to live and work in the UK
 - Ensure they are not subject to a prohibition order if they are employed to be a teacher
 - Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
 - Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state
- 8.2 All checks will be:
- Confirmed in writing
 - Documented and retained on the personnel file
 - Recorded on the school's Single Central Record
 - Followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- 8.3 Employment will commence subject to all checks and procedures being satisfactorily completed including checks of prohibition orders and where appropriate, disqualification by association.

9. INDUCTION

- 9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.
- 9.2 All successful candidates will undergo a period of monitoring and will:
- Meet regularly with their induction mentor
 - Meet regularly with their line manager
 - Attend any appropriate training

10. SUPPLY STAFF

- 10.1 Maghull High School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.
- 10.2. Maghull High School will carry out identity checks when the individual arrives at school.

11. PERIPATETIC STAFF

- 11.1 Maghull High School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

12. CONTRACTORS

Maghull High School will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

13. TRAINEE TEACHERS/STUDENTS

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

14. VOLUNTEERS

Maghull High School will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity

15. GOVERNORS

All trustees, local governors and members will have an enhanced DBS check with barred list information.

All trustees, local governors and members will also have the following checks:

A section 128 check (to check prohibition on participation in management under section 128 of the Education and Skills Act 2008). [Section 128 checks are only required for local governors if they have retained or been delegated any management responsibilities.]

- Identity
- Right to work in the UK
- Other checks deemed necessary if they have lived or worked outside the UK

16. STAFF WORKING IN ALTERNATIVE PROVISIONS

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

17. STUDENTS STAYING WITH HOST FAMILIES

Where the school makes arrangements for pupils to be provided with care and accommodation by a host family to which they are not related (for example, during a foreign exchange visit), we will request enhanced DBS checks with barred list information on those people.

Where the school is organising such hosting arrangements overseas and host families cannot be checked in the same way, we will work with our partner schools abroad to ensure that similar assurances are undertaken prior to the visit.

Appendices to this Policy:

Appendix A Recruitment and selection procedures and guidelines

Appendix B Colleagues / Governors who hold a current Safer Recruitment Certificate

SAFER RECRUITMENT APPENDICES

Appendix A Recruitment and selection procedures and guidelines

Appendix B Colleagues / Governors who hold a current Safer Recruitment Certificate

APPENDIX A

Maghull High School

Recruitment and selection procedures and guidelines

OCTOBER 2019

These guidelines are to be used in conjunction with Maghull High School's Safer Recruitment and Single Central Record Policy

Contents

1. Introduction
2. Safer Recruitment
3. Vacancy
4. Establishing a Panel
5. Job Description
6. Person Specification
7. Advertisement
8. Short listing
9. Interview / selection procedures
10. References
11. Identity / DBS / Medical Checks

1. Introduction

These guidelines help us adopt a consistent procedure to the recruitment of all staff by being clear about why, whom and how we recruit. This enables us to best match the talents of potential applicants to the needs of the school at any particular time.

The school operates a delegated system for appointments. Once a vacancy is established, either through resignation, retirement, or a review then the power to appoint can rest in different places. Appointments of the Headteacher are the direct responsibility of the Governing Body. Appointments of Deputy Headteacher and Assistant Headteacher, teachers at TLR and TMS level (Head of Year, SENCO,) are delegated to the Headteacher in consultation with the Governing Body. Appointments of such posts will normally involve the appropriate member of SLT as the Chair of the Panel. In particular, the appointment of support staff will involve the Business Manager.

2. Safer recruitment

It is a statutory requirement that at least one member of each panel should have successfully completed the Safer Recruitment Training. Safeguarding is at the forefront of all recruitment processes and this requires attention to detail, consistency and discussion with other members of the panel. A list of colleagues who have completed this training, updated annually, is contained in Appendix B.

3. Vacancies

A vacancy is established when an existing colleague resigns, retires, or declares maternity or other leave. This must happen in writing before any formal recruitment can begin. Before any decision about recruitment takes place, there should be a formal meeting between the Headteacher, the Business Manager, the Deputy Headteacher (if the potential vacancy is in the teaching staff) and the colleague's line manager(s) in order to decide how best to manage the vacancy. Straightforward replacement is not the only option and all options must be considered at this point. The Headteacher will advise the Governing Body, where appropriate, and receive authorisation from them to proceed.

4. Establishing a Panel

Once a decision has been taken to proceed, an Appointment Panel should be established, and a Chair nominated (see above). At least one member of the panel should have successfully completed the Safer Recruitment Training. All members of the panel must be able to attend all short listing and all selection / interview procedures. No one can take part in the final interview and decision making process unless they have attended the short listing. (Other people may under certain circumstances be able to take part in the selection processes – see below). Papers relating to the appointment must be kept secure for 12 months after the completion of the process. They will be used for giving feedback, for monitoring the effectiveness of our recruitment procedure, and in the event of challenge or complaint. It is the responsibility of the Chair, working with the Personnel Officer to keep all paperwork in order.

The panel should establish a timeline including the date of the advertisement, the closing date, short listing date and interview date. The panel must also review all the documentation for the appointment, particularly that to be sent to enquirers and applicants.

Documents should be put onto the school website, and, if requested in writing, posted as follows:

- Person specification
- Job description
- Information about the Faculty / Area
- Application form

All **shortlisted applicants** should receive a communication from the Headteacher inviting them to interview, which includes directions to the school and an outline programme for the day, including details of any documents they should bring with them where appropriate. If they have gaps in their study or employment history on their application form they must be alerted to this in the communication and asked to bring a signed account of them when they come to interview.

5. Job Analysis and Job Description

The Panel are responsible for the review of the Job Description. Often they will need no adjustment, but should be reviewed nonetheless. The Job Description will be sent to enquirers and needs to be ready at the point when the advertisement is published.

Shortlisted candidates are required to sign their application. This must happen before the formal interview process begins. Templates of all documents are available from the Personnel Officer.

6. Person specification

The Panel are responsible for the composition of the Person Specification. Thought should be given to the Special Requirements section which may be the vehicle to establish the criteria which differentiate each post. Remember to decide which criteria are **essential** and which **desirable**, and also at which stage of the process they will be identified. In particular, for criteria which will be identified in interview, this should inform decisions about which questions to ask in order to give each candidate an equal opportunity to demonstrate them, and each member of the panel the opportunity to get evidence against each criterion. You must take care in the language you use in the Person Specification so that it is a useful tool for you and the applicants. Many of them will use it to structure their letter of application in order to show the panel how their skills and experiences make them suitable for the post. The Person Specification will be sent to enquirers and needs to be ready at the point when the advertisement is published.

7. Advertisement

The first decision is the location of any advertisements. The general rule of thumb is that permanent teaching posts are advertised in the TES. Alternatives may be available for temporary posts and advertisements for support staff. The general rule of thumb is that closing dates should be 2 weeks after publication and short listing as soon as possible thereafter. Candidates should be invited to interview as soon as possible after shortlisting, by email and telephone, requesting that they reply to confirm receipt and acceptance of the invitation. Interviews normally take place 4 or 5 working days after shortlisting.

8. Short listing

The object of short listing is to examine all applications and establish a manageable list for interview of the best of those who meet the criteria in the Person Specification. Remember that only Panel members should be involved.

The Chair of the Panel should be told immediately if any member of the Panel knows or is related to an applicant. If they are related they should withdraw, and another Panel member may have to take over. If they are known, the Chair should discuss this with the full Panel, and the Panel can then decide how to proceed so as to ensure that this does not prevent an objective decision from being reached.

Short listing should be done in distinct stages. Firstly each Panel member individually should assess each applicant against the Person Specification and record their impressions in writing. They should mark the Form with their name and the fact that this shows their **individual** judgements. They should first ensure that an applicant meets all the essential criteria. This should not be graded, but marked simply as met / not met.

If a large number of applicants meet the essential criteria, each Panel member should then move to the desirable criteria, this time grading the extent to which they are met.

Finally, the Panel should discuss each candidate who meets the essential criteria to arrive at a consensus view as to who should be invited to interview. This should be marked on a separate short listing form completed by the Chair of the Panel.

School policy is that we **do not** routinely give feedback to candidates who are not short listed. However, if it is requested, we must comply under Freedom of Information legislation.

9. Interview / Selection procedures

The nature of the interview / selection procedures is dictated by the sort of evidence required to appoint the best applicant and will vary from post to post. For each appointment all candidates should

- meet the Headteacher or SLT member who line manages their team
- tour the school / team area
- have the opportunity to meet some potential colleagues
- have the opportunity to ask questions so as to be sure they are clear about the job and working with us

In addition to the Panel interview the selection procedures may include

- teaching a lesson
- a presentation
- “in-tray” tasks

Where candidates teach a lesson, this must be scrupulously fair to all in terms of ability range, time of day and consistency of topic and availability of resources. Observation should be recorded consistently on the current Lesson Observation Forms. This can be done by colleagues who are not on the panel, but must be fed back to the whole panel before they make their final decision. If possible, at least one person should see all the candidates for some period of time. The Chair should make a summary of the Panel’s views on the candidate’s performance on the Observation Summary

Sheets. This makes it much easier to give feedback to unsuccessful candidates and to evaluate candidates against the Person Specification.

Questions for the interview must be arranged and typed up in advance. A copy should be kept in the documentation for the appointment. All candidates should be asked all of the pre-arranged questions, but the Panel are then at liberty to ask follow-up questions in order to get all the evidence they need to arrive at the best decision, testing candidates against the Person Specification. Questions will clearly vary from post to post but for all teaching posts the following areas must be covered:

- reflective practitioner (e.g. evaluate the lesson they taught / describe effective strategies they have used)
- assessment (e.g. understanding and use of AfL/APP)
- behaviour management (e.g. their response to an escalating scenario)
- safeguarding (e.g. their response to a Child Protection disclosure)
- challenging able pupils (e.g. approaches to differentiation)
- supporting SEN (as above)
- leadership and management (identifying priorities, team building, accountability, communication of vision)

Before the interview starts the Chair should introduce the Panel, confirm the title and scale of the post, and, at the end, ensure the candidate has the opportunity to ask questions, and also add additional relevant information if they have not had the opportunity to do so. All Panel members should record notes on the interview response grid and score the response out of 10. **At the end of the interview the Chair must check if the applicant is still a firm candidate.**

Once all the interviews have been completed, and while discussing each candidate, the Chair should make a summary of the Panel's views on the candidate's performance on the Interview Summary Sheets. **This makes it much easier to give feedback to unsuccessful candidates and to evaluate candidates against the Person Specification.**

10. References

References must not be looked at by the Panel before a decision is made. Once a decision has been reached references should be examined. Any appointment is subject to satisfactory references. If any element is not satisfactory or is too vague to make a decision this can be followed up. However, they should be checked by the Personnel Officer for any safeguarding disclosures before the interviews and the Panel should be alerted if there are any major issues.

11. Identity checks / DBS / medical checks

All appointments are subject to these and this should be made clear when any verbal offer is made. The successful candidate can be contacted by phone and a verbal offer should be made, subject to the above. **Ensure the candidate accepts verbally.** If they ask for time to consider say that it is not our usual policy, and that we may have to retract the verbal offer. Refer to the Headteacher immediately.

Once they have verbally accepted, it may be useful to clarify documents needed to expedite their appointment. The Personnel Officer has a list of these, and normally the successful applicant should arrange to contact / meet with her as soon as possible.

12. Induction / Feedback

The Chair should telephone unsuccessful candidates **only once the successful candidate has made a verbal acceptance**. Explain that they have not been successful on this occasion.

The new appointee must receive appropriate induction, including Safeguarding training as soon as possible.

APPENDIX B

Colleagues / Governors who hold a current Safer Recruitment Certificate

SURNAME	FORENAME	ROLE IN SCHOOL	DATE OF COURSE	PROVIDER
Aspinall	Davina	Headteacher	19/02/18	NSPCC
Kay	Matthew	Deputy Headteacher	09/02/18	NSPCC
Banks	Gareth	Assistant Headteacher		NSPCC
Bennett	Marie	Assistant Headteacher	16/02/18	NSPCC
Larkin	Claire	Assistant Headteacher	18/11/19	NSPCC
Cassidy	Sally	Assistant Headteacher		NSPCC
Griffiths	Margaret	Personnel officer	09/03/18	NSPCC
Howe	Geoff	Chair of Governors	07/11/19	NSPCC
Lindley	Laura	SEND/CO/AHT	18/02/18	NSPCC
Leatherbarrow	Valerie	Director of Resources	05/03/18	NSPCC
McDowall	Julie	Safeguarding Governor		NSPCC
Huyton	Claire	Office Manager	13/02/18	NSPCC