

Safer Recruitment Policy

Scope:	Whole School
Release date:	1 February 2020
Review date:	June 2020
Author:	Human Resources Manager
Reviewer:	Human Resources Manager / Senior Deputy Head
Approval body:	Board of Directors

Linked documents

This Policy should be read in conjunction with:

- Child Protection Policy
- Equal Opportunities and Diversity Policy
- Induction, Training and Development Policy
- Privacy Statement for Recruitment

Acronyms

NCPSS National Society of the Prevention of Cruelty to Children

DBS Disclosure and Barring Service

Part 1: Policy Statement

Wisbech Grammar School is committed to safeguarding and promoting the welfare of its pupils and requires all employees, in their employment, to demonstrate this commitment in every aspect of their work. This equally applies to Directors of the school.

Wisbech Grammar School has an expectation that all employees will provide a positive contribution of all aspects of School life and recognises that effective employment policies are essential to the achievement of this goal.

Wisbech Grammar School will comply with education and employment legislation and guidance with regards to Safeguarding Children and recognises that safe recruitment of employees in schools is the first step to safeguarding and promoting the welfare of children in education. This will be achieved by having sound recruitment processes that are consistently and fairly applied.

This Policy sets out Wisbech Grammar School's approach to filling vacancies. This applies to filling vacancies with permanent, temporary, contractor and voluntary employees.

This policy also acknowledges that a review will take place when a vacancy arises to consider the necessity to fill, and or the possibility of alternative solutions through re-organisation, internal promotion or succession planning. Not all vacancies will be filled as a matter of course. Filling a vacancy will be at the approval of the Headmaster.

Scope

This policy applies to all Wisbech Grammar School employees, casual workers, supply staff, Volunteers and its Directors.

Principles

The overall objective of this policy is to fill each approved vacancy in a timely manner, with the best possible candidate for the job. In order to meet this basic requirement the following principles apply:

- Wisbech Grammar School is committed to safeguarding and promoting the welfare of children through its recruitment and selection processes.
- It is Wisbech Grammar School's policy to select the best qualified applicant for a particular position whilst also demonstrating its commitment to recruit or promote employees internally whenever possible. A mix of internal and external advertising will be used and will be determined on a vacancy by vacancy basis.
- Wisbech Grammar School is committed to Equality of Opportunity and all positions will be filled purely on the basis of individual merit, regardless of a person's actual or perceived race, ethnic or national origin, caste, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, marital status or civil partnership, pregnancy or maternity, or age. Further information is available with the School's Equality Opportunities and Diversity Policy.
- Line Managers will be involved at each stage of the recruitment process and must therefore be competent, by means of training, coaching and/or experience to take part in selection procedures, including an awareness of Equal Opportunities, "Best Practice" legislative and safeguarding requirements.
- The selection techniques used will be determined by the level and complexity of the job and may include interviews, teaching practice, presentations, and group / other exercises where appropriate.

- Whatever technique is used, care will be taken to ensure objectivity.
- Questions regarding health will only be asked where it relates to a genuine occupational requirement and is 'a proportionate means of achieving a legitimate aim', e.g. in order to monitor equal opportunities, to make appropriate access arrangements for interviews.
- Focus will be built in to all stages of the recruitment process to making reasonable adjustments where necessary to ensure equality of opportunity and access
- Applications from recruitment and selection activities will be retained by the Human Resources Department be kept for 12 months. Following this date all data will be destroyed.
- At least one member of the panel will have undertaken and passed the Safer Recruitment Training or Safer Recruitment in Education through the NSPCC

Part 2: Recruitment Process

Stage 1: Approval to Recruit

If a need to recruit is identified by any member of staff, this should be escalated through the normal management structure until it reaches the appropriate member of the Senior Team. The recruiting Senior Manager would then need to present their case to the appropriate members of the Senior Team, which should include Headmaster, Bursar (to comment on affordability) and HR Manager (to comment on process). The Headmaster has final responsibility for approving any recruitment.

If there is a need to recruit a Bursar or Headmaster, the final responsibility for approving any recruitment lies with the Board of Directors.

Stage 2: Recruitment Plan

A recruitment plan will be agreed following the approval to recruit. This will confirm;

- The job level of the post;
- Whether the recruitment is permanent or temporary and its duration
- The job description and person specification
- The timing and the detail of the recruitment activities
- The method of recruitment – advertising, internal / external or both

It is important when defining the person specification to consider only those attributes that are strictly relevant to the job and exclude any which may be discriminatory to any particular group.

Stage 3: Advertising the Vacancy

Employees will be advised of vacancies. Vacancies will usually have a closing date of up to ten working days from the day posted where timing allows. All employees are responsible for informing their Line Manager of an application made at the time of application.

Stage 4: External Adverts

The Line Manager / Deputy Head or Deputy Head will be responsible for providing information to be included in the advert to the Human Resources department in a timely manner and within the guidance on advertising. The Human Resources Department will be responsible for liaising with the external company with regards to the content, cost, and selected media.

Stage 5: Application

An application pack will be sent to all applicants who request it alternatively candidates have the option to download information from the School website. This will include an Application Form and Equal Opportunities form, a Job Description/Person Specification, and any other job-related information appropriate to the role. The recruitment Privacy Notice is also available for download from our website.

Stage 6: Preparing the Recruitment Campaign

A number of activities will be undertaken which will enable a Recruitment Campaign plan to be brought together by Human Resources. These will include;

- Review of all applications received;
- Shortlist and or longlisting meetings;
- The Generation of a plan for an interview/assessment events and their activities and timelines;
- Invitations sent to selected candidates;

- References to be requested for candidates invited to interviews;
- Preparation of interview questions for Headmaster, Panels
- The development of In tray exercises;
- Identification of lessons for observation;
- Setting up pupil meetings;
- Agreeing presentation topics;
- The development of role plays;
- The Development of Administrative Exercises.

Each campaign will have a tailor-made programme in line with the role being recruited.

Stage 7: Checks within the Interview Process

All candidates will be asked to bring with them original documents / evidence that verifies their:

- Identity (Personal and residence);
- Right to work in the UK;
- Qualifications - Original qualifications certificates that verify qualifications appropriate to the post they are applying for.

Candidates will also be asked to advise the School of any adjustments needed under the Equality Act 2010 to enable them to access recruitment activities.

Copies of all documents provided will be taken as part of our vetting process.

Stage 8: Interview Expenses

Interview expenses will be paid within reason. All expenses will be paid through the Finance team. An expense form and associated receipts must be produced in order for a claim to be made.

Stage 9: Unsuccessful Candidates

All unsuccessful candidates will have decisions confirmed (in writing or by telephone) as soon as possible after the recruitment activity.

Stage 10: Offers of Employment

All offers of employment will be produced and issued by the Human Resources Department.

Offers of employment for each new employee will be subject to a number of checks being undertaken and responses, acceptable to Wisbech Grammar School being received. These will include;

- Enhanced DBS check;
Please note: Every effort will be made to request a DBS as soon as is possible and, within 3 months of an employee starting at Wisbech Grammar School. Where a DBS has been requested and not yet received a risk assessment will be put into place by the Human Resources Department, which will be discussed with, and signed off by, the Designated Safeguarding Lead.
- The Barred list check (formerly the List 99 check);
- References suitable to Wisbech Grammar School (at least 1 professional and 1 character reference at a minimum should be obtained). Wisbech Grammar School expects that the professional reference will come from the most recent employer
- Verification of identity;
- Evidence of qualifications and, for teachers, confirmation of professional registration
- Evidence of the right to work and reside in the UK ;
- Overseas checks, where applicable;

- Medical questionnaire;
- Prohibition checks:
Checks to include, teachers who have failed Induction, Teachers sanctions in EEA States, Teachers prohibited from the profession and Section 128 management barring check

All staff that will be teaching and coaching pupils will be subject to prohibition checks and, where they are not already qualified within the profession, a manual check of all lists is undertaken as part of the recruitment process.

Section 128 management barring check will be undertaken for all members of the Senior Management Team, Directors, Members of the Advisory Board and those staff members who have a leadership responsibility from Department Head level upwards. This will include employees recruited through external campaigns and staff promoted internally to leadership posts.

The Human Resources Department will send all new employees all relevant administration required for joining the Wisbech Grammar School which is to be returned ahead of the start date. This is set within an Employee New Starter Pack, applicable to all employees and volunteers.

As part of our Child Protection induction to the school all new staff will receive with their offer of employment the following Child Protection documentation to read and are requested sign a pink slip to confirm their understanding. Documents issued which will include the following:

- Wisbech Grammar School Child Protection Policy
- The On Line Safety Policy
- Keeping Children Safe in Education Part 1 and Annex A for those working with children
- Child Protection Whistleblowing information
- The suitability of staff protocol
- What to do if you are worried a child is being abused
- Guidance for Safer working

This applies to all employees irrespective of their roles in school. All staff will then receive follow on training once their employment has commenced with updates provided by the school.

Stage 11: Start Dates

In all cases of internal recruitment, a commencement date will be agreed. For external offers a start date will be agreed and confirmed in writing to the individual.

As part of the offer process, consideration will be given, in consultation with the employee, to making reasonable adjustments where necessary in time for start date. This may include working with external agencies (e.g. Access to Work) to obtain or source additional resources.

An induction programme will be planned for each new starter whether the starter is external to the School or whether undertaking an internal move/transfer. For further details on our induction programme please go to

[T:\School Policies\Employee Handbook\Employee Handbook Policies 2017&8\HR14 Induction Training and Development Policy.docx](#)

Part 3: Variations to the Standard Recruitment Process

Casual and voluntary employees at Wisbech Grammar School

Approval must be gained from the Headmaster before agreeing any casual or voluntary work.

An application form will be completed as per normal process. An agreement will be drawn up in relation to the pay rate, if applicable, when they will work and the duration of this work and the budget for the expense. Checks will be carried out in the normal way in line with offers of employment.

Supply staff

Where a decision is taken to provide / arrange cover through a supply agency the following process will be adopted:

- Our key agencies will be contacted too see if they have any workers that may be able to fill our need based on the job description provided for the role.
- CV's will be sent from the agency and discussed with key parties, Head of Department, Deputy Head and the Headmaster.
- Staff we are interested in seeing will be invited into school for an assessment which will include a meeting with the Headmaster, a panel interview, teaching a lesson with this being observed and a tour of the school. The candidates will also meet members of the department whilst on site.
- They will be asked to provide ID on arrival as per the normal process.
- The agency will be asked to provide their summary of all required checks completed, (as listed within our own offer of employment section above) a copy of the DBS and references to support this process.
- If we are able to identify a successful candidate we will then set up an agreement for work with the agency.

Recruitment Policy for Applicants with Criminal Convictions

All offers of appointment made by this school are subject to a satisfactory Enhanced Criminal Records Bureau (DBS) Disclosure and Barred check (formerly List 99 check). As an organisation using the DBS Disclosure service to assess applicants' suitability for employment, this school complies fully with the DBS Code of Practice and undertakes to treat all applicants fairly. It undertakes not to discriminate unfairly against any subject of a disclosure on the basis of convictions or other information revealed.

Wisbech Grammar school is committed to the fair treatment of employees and potential employees, regardless of his or her actual or perceived race, ethnic or national origin, caste, nationality, religion or belief, gender, gender reassignment, sexual orientation, disability, marital status or civil partnership, pregnancy or maternity, age, or criminal convictions.

We actively promote equality of opportunity for all with the right mix of qualifications and potential and welcome applications from a wide range of candidates, including those who have been convicted of a criminal offence. We select candidates for interview based on their skills, qualifications and experience.

Information on past offences

Under the provision of the Rehabilitation of Offenders Act 1974, job applicants do not usually have to disclose information on certain convictions after a set period of time, as they become 'spent'. However, for applicants applying to work within a school environment, we do need to ask questions regarding their entire criminal record and not just 'unspent' convictions.

We ask all applicants who have indicated that they have a criminal conviction to make a self-declaration and provide details at an early stage in the application process. We request that this information is sent under separate, confidential, cover and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Having a criminal record will not necessarily bar an applicant from working with us. This will depend on the circumstances and background of their convictions. When assessing the relevance of any conviction or conviction information, the Interview Panel will look at:

- Whether the conviction is relevant to the position being offered
- The seriousness of the conviction revealed
- The length of time since the conviction
- Whether the conviction is part of a pattern
- Whether the applicant's circumstances have changed since their conviction
- How the applicant completed their sentence and moved on

At interview, or in a separate discussion following receipt of the DBS Disclosure, we will ensure that an open and measured discussion takes place on the subject of any convictions or other matter that might be relevant. Failure of the applicant to reveal information via self-declaration or at interview that is directly relevant is likely to lead to withdrawal of an offer of employment. We undertake to offer to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing an offer of a place.

However, if pre-employment checks reveal that the applicant is listed on Barred List (List 99), they will under no circumstances be offered employment at this school.

Data Statement for School Policies

This policy infers the processing of personal or sensitive data, or a combination of data applicable to both categories of data. Data will be processed in line with our Data Protection Policy and Recruitment Privacy Notice. These policies are available on our School Website.