



# **HEBBURN COMPREHENSIVE SCHOOL**

## **SAFER RECRUITMENT POLICY**

APPROVED BY GOVERNORS:	NOVEMBER 2009
REVIEW DATE:	OCTOBER 2010

## **INTRODUCTION**

- Hebburn Comprehensive School is committed to the safeguarding of children and young people and to the promotion of their welfare, and expects all staff and volunteers to share this commitment.
- This policy, which applies to all posts within the school, reflects the thrust of the DCSF document *Safeguarding Children and Safer Recruitment in Education*, which came into force in 2007.
- Safer recruitment is viewed as an extremely important part of safeguarding children: this policy outlines the rigorous steps the school will take to ensure to the maximum that the people we employ are safe to work with children and young people.
- Our aims are to attract the best possible applicants, having deterred prospective applicants who are unsuitable to work with children and having identified and rejected applicants unsuitable to work with children.
- Safer recruitment has key elements, including:
  - Robust recruitment and selection processes;
  - Rigorous vetting and checking processes;
  - Robust staff induction procedures, with the obligation to undertake appropriate training.

## **GOVERNORS' LEGAL OBLIGATIONS**

- The Governing Body views its staff as its most important asset. It is the policy of the Governing Body to ensure the best possible supply of suitably-qualified and experienced staff to meet the school's human resource needs and support the process of school improvement.

- Governors seek to fulfil their legal obligations in respect of the provisions and principles of Employment Law; the Education Act 2002; the School Staffing (England ) Regulations 2003; the statutory guidance *Safeguarding Children and Safer Recruitment in Education* 2007; Equality of Opportunity legislation.
- The policy and procedures adopted by the Governing Body will endeavour to safeguard children and young people by the adoption of a safer recruitment process which is:
  - Robust in its protection of children and young people;
  - Ensures clarity for all those applying for posts, so that the school can recruit the best available applicants to complement and enhance teaching, learning and support;
  - Deters unsuitable individuals from applying.
- Governors fully recognise that applicants of both genders and of all racial groups have a right to equality in employment. In the light of relevant legislation – the Sex Discrimination Act 1975; the Race Relations Act 1976; the Disability Discrimination Act 1995 – Governors accept that it is unlawful to discriminate against any applicant on the grounds of race, sex, marital status, ethnic origin, age, disability, religion or belief.
- The Governing Body has ensured that the Head Teacher, the Chair of Governors and one additional Governor have undertaken recruitment selection training, incorporating Safe Recruitment Training. Governors plan to extend the scope of this training to senior staff of the school and additional Governors.

## **USE OF SUPPLY AGENCIES**

In instances of staff absence, school may need to employ staff, both teaching and non-teaching, from various Supply Agencies. Any member of staff from an agency will need to bring:

- Photographic proof of identity;
- The Enhanced CRB Disclosure Form; this information will be entered onto the Single Central Record;
- Written confirmation from the agency that they have carried out all relevant checks.

## **THE RECRUITMENT PROCESS**

### Authorisation of Posts

- All posts, both new and replacement, must be authorised by the Head Teacher in conjunction with the Chair of Governors, following discussion with managers responsible for Finance: the Deputy Head Teacher or Business Manager.

### Advertising of Posts

- The timing and location of advertisements will be decided by the Head Teacher and Chairs of Governors, once the decision to advertise has been made.
- All advertisements will display the school's commitment to the safeguarding of children and young people, as will all Job Descriptions and Person Specifications.
- The advertisement will include information about salary and hours of work.

## Information for Prospective Applicants

All prospective applicants will be supplied with:

- A Job Description (in the case of a previously-unevaluated support staff post, this will have been evaluated by the LA Job Evaluation Team);
- A Person Specification encompassing Qualifications; Knowledge; Skills; Experience; Aptitudes and Personal Qualities; this will form the basis of the Short-listing process;
- A copy of the School's Safer Recruitment Policy;
- General information about the school and, where appropriate, about the specific area of the school's work to which the advertised post relates;
- Outline information about the selection process;
- A standard South Tyneside Application Form;
- Guidance on the selection of referees;
- Information about documentation short-listed applicants will need to bring;
- Information about vetting procedures;
- The conditions on which any offer of employment will be made.

The production of this information pack will be the responsibility of the Head Teacher, the Head Teacher's PA and any senior staff, as relevant.

## Research and Short-listing

- Short-listing will be undertaken by at least two people, one of whom should be the Head Teacher;

- Candidates will be assessed against those elements of the Person Specification which are discernible from written applications;
- Any gaps in employment, or potential discrepancies, will be investigated prior to short-listing, where possible, and certainly prior to the interview process;
- Inappropriate choice of referees will also be investigated.

### Request for References

- References will be requested upon receipt of application forms, unless the applicant has specifically asked for no contact to be made until after interview; this sometimes occurs with support staff posts;
- Referees will be asked to provide their evaluation of the applicant's competencies set against the Job Description and Person Specification; additionally, they will be asked three direct questions:
  - Is the applicant suitable to work with children?
  - What has the applicant's attendance record been over the past 24 months?
  - Would you re-employ this person, or appoint to a similar role within your own establishment?

### Selection Process

- Applicants invited to attend for interview will be asked to bring with them:
  - Evidence to confirm their identity, preferably photographic;
  - A confidential health questionnaire;
  - GTC membership details (for teachers);
  - Proof of eligibility to live and work in the UK.

- Applicants short-listed for interview will receive more detailed information about the process applicable to their particular post.
- For senior posts, at Assistant Head level and above, the interview process will be over two days; all other posts will be interviewed within a single day.
- On arrival for interview, all applicants will have:
  - A general introduction to the process;
  - A tour of the building with pupil guides.
- The interview process itself will include the following elements:
  - The opportunity, where appropriate, for individual candidates to explain satisfactorily any gaps in employment and any anomalies or discrepancies in the information available to recruiters;
  - The opportunity to declare any information likely to appear on an Enhanced CRB disclosure;
  - A practical activity relevant to the post (for all teaching posts, at whatever level, this will include the teaching of a 30-minute lesson; for all classroom support posts, this will include a 15-minute practical activity working with children under the supervision of the normal class teacher and support staff);
  - For teaching posts, a Pastoral Interview, which will incorporate a question to elicit how candidates would demonstrate their capacity to safeguard and protect the welfare of children and young people;
  - For all posts with management responsibility, a set of scenarios, to which brief written responses will be required;
  - For teaching posts with leadership/management responsibility, a ten-minute presentation on a theme relevant to the post, communicated in advance to the applicants, apart from appointments at Assistant Head level and above;

- A formal interview, where questions are set in relation to the Job Description and Person Specification; for posts which have not had a separate Pastoral Interview, coverage of safeguarding will be incorporated into the main interview. Guidance for the Appointments Panel will be provided by the Head Teacher and/or senior staff.
- Prior to any decision to appoint, information from all strands of the interview process will be fed back to the Appointments Panel, including the perceptions of pupils; references will also be taken into consideration at this stage in the process.

### Post-Interview

- Unsuccessful applicants will be offered feedback by the Head Teacher or a senior member of staff; feedback will be focused on responses to questions and must be of benefit to the candidate for future interviews.
- Prior to confirming an appointment, successful applicants will be asked to:
  - Complete an Enhanced CRB Disclosure, for which satisfactory clearance must be received;
  - Provide actual certificates of qualifications, or authenticated confirmation from an educational institution, if the originals have been lost.