

RECRUITMENT POLICY (Including Safer Recruitment)

Version 3.0

Review by People Committee:	28 th November 2016
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Next Full Review Due:	Spring 2019

Reviewer:	L. Coffill
Governor Link:	Chair of People Committee

RECRUITMENT POLICY

East Barnet School, Chestnut Grove, East Barnet, EN4 8PU

A. Statement of Principle

1. The primary focus of the recruitment process is to ensure that high quality staff can be appointed to fill all vacancies whilst ensuring that all members of the community are protected.
2. The Governors and Senior Leaders of the school will abide by the existing legislation and the principles underpinning our Managing Equality Policy to ensure that no discrimination occurs on the basis of gender, race, religion, sexuality or other characteristic which does not impact on an applicant's capacity to undertake their duties and responsibilities effectively.
3. The recruitment process will follow the UK Government "Keeping Children Safe in Education" (2016) guidelines. Safeguarding procedures must be followed to deter or identify applicants who could pose a risk to the safety and well-being of our students.
4. Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

B. Recruitment Process

1. Advertisement

- 1.1. All vacancies for permanent posts must be advertised. Apart from the post of Headteacher (which must be advertised nationally), all other vacancies could be advertised either for internal candidates only or for both internal and external candidates, according to the specific circumstances of the school, the availability of interested and suitable internal candidates and the nature of the post. External advertisements must carry the phrase 'we are committed to the protection of children'.
- 1.2. Vacancies for temporary positions likely to be for longer than a 12-month period should also be advertised.
- 1.3. Prospective applicants must be able to view the job description and other relevant information on the school website, or, if requested, as a hard copy.
- 1.4. Job descriptions should make reference to the responsibility for safeguarding and promoting the welfare of children;
- 1.5. The person specification should include specific reference to suitability to work with children;

2. Application

- 2.1. All applicants must complete, in full, the East Barnet School application form (available on the school website). This could be accompanied by a CV, but no applications will be considered on the basis of just a CV.

- 2.2. Unless there are exceptional circumstances, only applications submitted by the published deadline will be considered.

3. Interview and References

- 3.1. Candidates will be short listed for interview based on an assessment of their ability to fulfil the requirements of the Person Specification and Job Description.
- 3.2. Short listed candidates will be contacted by telephone/email, inviting them for interview, followed by a letter/email confirming interview details and providing information of any tasks/tests they will be asked to undertake as part of the interviewing process.
- 3.3. Short listed candidates must be interviewed by a panel comprising of at least two appropriate people. At least one member of the interviewing panel will have successfully undertaken the 'Safer Recruitment in Schools' training. In addition, for more senior roles (as defined in the Terms of Reference of the People Committee), at least one school Governor will be on the panel.
- 3.4. Prior to the interview, the panel will meet to consider the format of the interview and agree a set of questions they will ask candidates relating to the post.
- 3.5. All candidates will be offered the opportunity to meet with relevant staff and tour the school.
- 3.6. All copies of application forms, notes relating to short listing and interview decisions must be retained for six months.

4. Decision

- 4.1. Following the interview, the successful candidate will be telephoned with a conditional offer, with confirmation in writing as soon as possible.
- 4.2. Unsuccessful candidates should be contacted as soon as possible, and, if requested, provided with feedback about their performance during the selection process.

C. Induction

- 4.1. All new members of staff will receive a detailed and comprehensive induction programme to the school at the start of their first term. The induction program will cover, at least, the following:
 - a) **Safeguarding** - Safeguarding and Child Protection Policy, safeguarding procedures (including e-safety and social media), safeguarding referral forms and introduction to the Designated Safeguarding Lead and other key members of the safeguarding team.
 - b) **Electronic registrations** - use of ePortal and student registration.
 - c) **Coaching** – a coach will be assigned to each member of staff who is new to the school to a particular post. Newly Qualified Teachers (NQT) attend half-termly training sessions, as well as being offered a coach/ mentor.
 - d) **Health and Safety** – Health & Safety Policy and fire evacuation procedures.
 - e) **Support to AEN students**

f) **ICT resources:** Acceptable Use Policy, Impero, shared drives and email.

4.2. Additional information may also be delivered depending on the cohort.

D. Safer Recruitment

1. Pre-appointment Checks

An offer of appointment to a successful candidate is conditional upon:

- proof of identity
- verification of current address
- the receipt of two satisfactory references
- enhanced DBS clearance (with barred list check where relevant)
- barred list clearance (if employment will start before the DBS certificate is issued)
- Secretary of State prohibitions checks (where relevant, through the Teacher Services' system)
- Overseas checks (where relevant)
- verification of actual certificates of professional qualifications
- completion of a confidential health questionnaire and medical clearance
- proof of eligibility to live and work in the UK

2. Disclosure and Barring Service (DBS) Checks

Although there is no statutory requirement for a new enhanced DBS check to be done where the person has worked in a relevant post within 3 months prior to appointment, East Barnet School will carry out such checks for all new employees.

When the DBS check has been completed, the relevant information will be recorded on a certificate (the DBS certificate) that is sent to the applicant. The applicant must show the original DBS certificate to the school before they take up post or as soon as practicable afterwards.

In some circumstances employment may commence prior to receiving a DBS check. However, a risk assessment and a barred list (formerly List 99) check must be completed, where appropriate.

2.1. DBS Update Service

East Barnet School does not recognise DBS certificate portability unless the person subscribes to the DBS online update service. Before using the Update Service, East Barnet School will obtain consent from the applicant to do so. The checking process must confirm that the certificate matches the individual's identity, and that the original certificate to ensure that it has the appropriate level of check.

3. Employment History and References

All completed application forms must include a full employment history.

Where possible, references for short listed candidates will be taken up before the interview stage, including the completion of our specific questionnaire by the nominated referees. If a candidate has indicated on the application form that they do not wish their current employer to be contacted, the reference will be taken up before the appointment is confirmed. Open references or testimonials are not acceptable. (Any anomalies in the candidate's employment history must be clarified at the interview).

Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post.

4. Overseas candidates

East Barnet School will follow the Home Office and Department for Education guidance on criminal record checks for overseas applicants.

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the school will make any further checks that seem appropriate, so that any relevant events that occurred outside the UK can be considered.

5. Single Central Record (SCR)

East Barnet School maintains a Single Central Record (SCR) of recruitment and vetting checks, detailing whether the pre-appointment checks have been carried out or certificates obtained, and the date on which each check was completed/certificate obtained.

The SCR will cover at least:

- All staff (including supply staff and teacher trainees on salaried routes) who work at the school.
- Other individuals who are in regular contact with children.
- All members of the Academy Trust.

6. Data Protection

In accordance with the requirements of the Data Protection Act, any copies of DBS certificates will not be retained for longer than six months. A copy of other documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file.