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## **Policy Statement**

### **Introduction**

The Redhill Academy Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The academy is committed to providing a supportive and flexible working environment to all its employees. The academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share in this commitment.

The aims of the Trusts recruitment policy are as follows:

- To attract the best possible applicants to vacancies;
- To deter prospective applicants who are unsuitable for work with children or young people;
- To identify and reject applicants who are unsuitable for work with children and young people;
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the Disclosure and Barring Service (DBS);
- To ensure that its Academy meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- That employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

At least one person involved in each recruitment process has successfully received accredited training in safe recruitment procedures.

## **1. INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“As the ‘*name of individual academy*’ is committed to safeguarding children practices any appointment will be subject to enhanced DBS check and successful references.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification if relevant;
- the Academy’s child protection policy; (refer to online version in vacancies section on website)
- the Trust’s safer recruitment policy;
- an application form

## **2. Recruitment and selection procedure**

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the Trust’s standard terms and conditions of employment
- the receipt of two references (one of which must be from the applicant's most recent employer) which the Trust considers acceptable
- the receipt of a negative enhanced disclosure from the Disclosure and Barring Service.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All staff appointments are subject to a six months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the Trust is one week. The Trust also reserves the right to extend this probationary period should it deem this necessary.

## **3. Pre-employment checks**

In accordance with the recommendations of the DfE in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" the Trust carries out a number of pre-employment checks in respect of all prospective employees.

### **3.1 Verification of identity and address**

All applicants who are invited to an interview will be required to provide the following evidence of identity, address and qualifications:

- current driving licence or passport or full birth certificate;
- and two utility bills or statements (from different sources and less than 3 months old) showing their name and home address;
- and documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- and documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

### **3.2 References**

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people
- the candidate's suitability for working with children and young people;
- the candidate's suitability for this post.

The Trust will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The Trust will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **3.3 Teaching Prohibition check**

Teacher prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, and 16 to 19 academies in England. Teacher Services' system. Teacher misconduct: the prohibition of teachers The Trust will carry out a prohibition check on all teaching staff prior to appointment. The check of prohibition will be carried out using the Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) publication Teacher misconduct: the prohibition of teachers

## **4. THE SELECTION PROCESS**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **5. EMPLOYMENT CHECKS**

All successful applicants are required:

- to provide proof of identity;
- to complete a DSB disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to provide proof of eligibility to live and work in the UK.
- to complete a medical fit for work application

## **6. INDUCTION**

All staff who are new to the Trust will receive induction training that will include the Academy's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate manager(s).

## **7. Disclosure & Barring Scheme**

### **7.1 DBS**

Due to the nature of the work, the Trust applies for Disclosure and Barring certificates from the Disclosure and Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

The Academy will always request an Enhanced Disclosure as described below.

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where the Trust uses staff from supply agencies, contractors etc then the Trust expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the Trust will commission services from any such organisation.

## **7.2 Retention and security of disclosure information**

The Trust's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the Trust Academies will:

- store disclosure information and other confidential documents issued by the CRB in locked, non-portable storage containers, access to which will be restricted to members of the Academy's senior management team or relevant staff.
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the Academy will not retain such information for longer than 6 months although the Academy will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the CRB and the recruitment decision taken.
- ensure that any disclosure information is destroyed by suitably secure means such as shredding
- prohibit the photocopying or scanning of any disclosure information.

All Academy's will comply with the provisions of the DBS code of practice, a copy of which is available on request.

## **8. Retention of records**

If an applicant is appointed, the Trust will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the Trust to keep their details on file.

## **9. Queries**

If an applicant has any queries on how to complete the application form or any other matter they should contact the individual Academy directly.