

# Herne Bay High School's Safer Recruitment Policy Statement

Policy reviewed by	K Eagle	07.2021	Date of next review	09.2022	Date of last ratification by Governors	September 2021
<b>Purpose of policy</b>						
The school is committed to safeguarding and promoting the welfare of children in education and expects all staff and volunteers to share this commitment. This policy has been developed to embed safer recruitment practices and procedures throughout the school						

## HBHS's Safer Recruitment Policy

### INTRODUCTION

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service Check. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances.

The school is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The School's Recruitment Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

## **ROLES AND RESPONSIBILITIES:**

### **The School will:**

1. implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

## **INVITING APPLICATIONS**

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

*Please do not apply for this position unless you are as committed to safeguarding, the prevention of extremism and radicalisation; and promoting the welfare of children as we are at Herne Bay High School. Applicants must be willing to undergo comprehensive child protection screening including checks with past employers and the Disclosure & Barring Service.*

All applicants will receive a pack containing the following when applying for a post:

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

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.

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

A curriculum vitae will not be accepted in place of a completed application form.

## **IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

## **SHORT LISTING AND REFERENCES**

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

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.

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.

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.

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

Reference requests will include the following:

- Applicants current post and salary
- question regarding the applicants suitability to work with children
- question regarding the applications disciplinary record

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

### **SELF-DECLARATION CRIMINAL RECORD FORM**

Shortlisted candidates will be asked to complete and sign a self-declaration form of their criminal record or information that would make them unsuitable to work with children. It will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended) since it involves working with, or having access to children, and so applicants are required to declare:

- All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974
- All adult cautions (simple or conditional) or spent convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)

The amendments to the Exceptions Order provide that certain 'spent' convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

If the form only has an electronic signature, a written hard signature will be required at interview.

### **INVITATION TO INTERVIEW**

Candidates called to interview will receive:

- A letter or email confirming the interview and any other selection techniques
- Disclosure of convictions form
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

### **THE SELECTION PROCESS**

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

Interviews will always be face-to-face where possible but can also be completed using appropriate web based software such as Teams or Skype.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- 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.
- Answer screening questions regarding extremism

### **EMPLOYMENT CHECKS**

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Provide proof of eligibility to live and work in the UK

All checks will be:

- 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.

Employment will commence subject to all checks and procedures being satisfactorily completed (barring list is checked prior to appointment)

- For information: Successful candidates need to be aware that Home Office Circular 6/2006 places a duty on police under notifiable occupations to inform the employer (via the umbrella organization that undertook the check) if a member of the children's workforce, who has been DBS checked, subsequently commits an offence.

## **INDUCTION**

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.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

## **SUPPLY STAFF**

Herne Bay 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.

Herne Bay High School will carry out identity checks when the individual arrives at school.

Herne Bay High School has a mandatory duty to notify the DBS when a member of staff has been dismissed for a safeguarding related breach, or a member of staff has resigned pending an investigation.