



# MOUNT

ST MARY'S | BARLBOROUGH HALL

## Safer Recruitment

### ISI Regulatory Code – 18a

**Policy Owner: Human Resources**

**This Policy is for: Mount St. Mary's College and Barlborough Hall School**

**Linked Policies: Safeguarding, Whistleblowing, Health and Safety**

**Review date: January 2023**

**Reviewed by: Human Resources**

**Next Review Due: September 2024**

#### Mount St Mary's College

Educating Men and Women for Others since 1842

Telephone: 01246 433388

Email: [headmaster@msmcollege.com](mailto:headmaster@msmcollege.com)

Address: College Road, Spinkhill, Derbyshire, S21 3YL

#### Barlborough Hall School

Educating Men and Women for Others since 1842

Telephone: 01246 810511

Email: [headteacher@barlboroughhallschool.com](mailto:headteacher@barlboroughhallschool.com)

Address: Barlborough Park, Chesterfield, S43 4ES

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 all pupils in its care. As an employer, the School expects all staff to share this commitment.

### **Aims and Objectives**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

Those involved in the recruitment and selection of staff must have received appropriate training and at least one member of every interview panel should be accredited in Safer Recruitment Training.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The School will follow this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at the School.

### **Recruitment and Selection Procedure**

#### **Advertising**

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicant as possible. Normally this entails an external advertisement. However, where a vacancy needs to be filled urgently or there are other constraints such as financial constraints, the School may decide not to advertise the role.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children, that safeguarding checks will be undertaken, and that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended).

The School will not normally follow an external recruitment process in the case of redeployment, where employees are under notice of redundancy and the vacancy is suitable alternative work, the employee is disabled or for health reasons requires alternative employment. Employees on temporary contracts can be made permanent without their job being advertised. The Headmaster/Headteacher may designate some posts as suitable development opportunities for existing employees. These posts will not be advertised externally.

All documentation relating to applicants will be treated confidentially in accordance with data protection legislation.

### **Application Forms**

The School uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

CV's will not be accepted. We will only accept copies of a curriculum vitae alongside an application form. A curriculum vitae on its own will not provide adequate information.

All applicants will be made aware that it is an offence to apply for the role if they are barred from engaging in regulated activity relevant to children or to provide false information and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (e.g. the Teaching Regulation Authority).

### **Job Descriptions and Person Specifications**

A job description will be drawn up for the role and finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification informs the selection decision and will set out the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

### **Shortlisting**

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the person specification.

As part of the shortlisting process we will consider carrying out an online search as part of our due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with the applicant at interview

### **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.

### **References**

References will only be sought for short listed applicants and may be sent for immediately after short listing. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference. All job offers, including any verbal offers, must be conditional on receipt of two satisfactory references.

The School does not accept open references, testimonials or references from relatives.

### **Interviews**

Assessment will be by face-to-face interview, and the same panel will see all the applicants for the vacant position. In exceptional circumstances and where suitable, the School may carry out an assessment by video conference. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions (as declared on the self-declaration criminal record form) will be discussed and considered in the circumstance of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, right to work in the UK and qualifications. Original documents only will be accepted and photocopies will be taken and original documents returned. Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme. Interview notes and assessment criteria will be held securely for a period of six months before it is destroyed.

### **Offer of Appointment and New Employee Process**

The appointment of all new employees is subject to the receipt of a satisfactory DBS Certificate, references, medical checks, copies of qualification, evidence of the right to work in the UK and proof of identity. The Single Central Record will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training.

### **DBS (Disclosure and Barring Service) Certificate**

All staff at the School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff including an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the School must make any further checks they think appropriate so that any relevant

events that occurred outside the UK can be considered. It is not the School's policy to re-check employee's DBS Certificates.

### **Portability of DBS Certificates Checks**

Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum (as at the time of publication), which is payable by the applicant.

### **Copies of DBS Checks**

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their Certificate to HR before they commence work or any project involving regulated activity.

### **Dealing with convictions**

The School operates a formal procedure if a DBS Certificate is returned with details of convictions.

Consideration will be given to the Rehabilitation of Offenders Act 1974 (as amended) and also:

- the nature, seriousness and relevance of the offence;
- how long ago the offence occurred;
- one-off or history of offences;
- changes in circumstances,
- decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headmaster/Headteacher. A decision as to employment will be made following this meeting.

### **Proof of professional status**

Candidates must provide proof of their qualifications by production of original documentation.

### **Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. The School is an equal opportunities employer and adjustments to facilitate an applicant's ability to discharge their role will always be discussed and considered based on medical and other relevant information in compliance with the Equality Act 2010.

### **Right to Work Checks**

The successful candidate must provide proof of their right to work in the UK by evidencing the original documents to the School as required by Gov UK guidelines on documents deemed suitable to confirm the Right to Work in the UK.

### **Induction Programme**

All new employees will be given an induction programme which will clearly identify the School's policies and procedures, and make clear the expectation and Code of Conduct/Staff Behaviour Policy which will govern how staff carry out their roles and responsibilities.

### **Single Centralised Register of Members of Staff**

In addition to the various staff records kept in the School and on individual personnel files, a single centralised record of recruitment and vetting checks must be kept by the School in accordance with the Department of Education requirements. This is kept up-to-date and retained by HR. The Single Centralised Register (SCR) will contain details of the following:-

All employees who are employed to work at the School;

all supply staff whether employed directly by the School or through an agency;

all others who have been chosen by the School to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the School to provide additional teaching or instruction for pupils but who are not staff members.

### **Personnel Records**

All information retained on employees is kept in each School in a locked and secure cabinet or stored within a secure online drive. Information will be processed, handled and stored in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (GDPR).

### **On-going Employment**

The School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The School will therefore provide on-going training and support for all staff.

### **Leaving Employment at the School**

Despite the best efforts to recruit safely there may be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these behaviours are within the context of four categories of abuse (i.e. physical, sexual and emotional and neglect) the School's Disciplinary Policy will apply. For employees for whom a low level of concern is identified the School will follow the relevant Low-Level Concerns procedure within the Safeguarding Policy.

In cases of dismissal (or resignation) due to serious safeguarding concerns, the School will inform the DBS (for consideration of whether inclusion on the barred lists is required) and the Local Authority Designated Officer of the circumstances why the employee is leaving the School's employment. The School must consider whether, a referral should also be made to the Teaching Regulation Agency (TRA) in respect of teaching staff.

### **Monitoring and Evaluation**

The Headmaster/Headteacher will be responsible for ensuring that this policy is monitored and evaluated throughout the School.

|                               |   |                |
|-------------------------------|---|----------------|
| APPROVED DATE                 | January 2023  |                |
| REVIEW DATE                   | September 2024  |                |
| SIGNED<br>Chair of Governor's |  | Gareth Chapman |
| SIGNED<br>HEAD TEACHER        |  | Karen Keeton   |
| SIGNED<br>HEADMASTER          |  | Dan Wright     |