



Carshalton Boys Sports College

Policy	Safer Recruitment
Policy Number:	FS19
Review Date:	September 2016
Approved by the Governing Body Committee:	
Next Review Date:	September 2018

Updates

Date	Reason	Mandatory
01.09.16	Updated policy in line with Keeping Children Safe in Education September 2016	Yes

1. Introduction

- 1.1 CBSC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We adhere to the latest regulations setting out, among other matters, the checks to ensure the suitability of prospective new members of staff, namely Department of Education (DfE) Keeping Children Safe in Education issued May 2016 (guidance commencing September 2016).
- 1.2 This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of children in the school.
- 1.3 CBSC recognises that staff are its most important asset and that the capability of the organisation to deliver its objectives depends upon the performance of individual members of staff. The school also believes in promoting diversity and ensuring that difference is recognised and celebrated within the context of fairness and equality.
- 1.4 The procedure aims to ensure that no applicant receives less favourable treatment on the grounds of their colour, race, nationality, ethnic or national origin, gender, gender reassignment, marital or civil partnership status, sexual orientation, age, disability, religion or belief. Nor will they be disadvantaged by any other condition or requirement, which effectively discriminates and cannot be justified as necessary and effective in meeting business requirements.
- 1.5 The Governing Body has delegated responsibility to the Principal to lead and manage all recruitment and make final decisions on appointments, outside of the Senior Management Team, however in some cases this may be delegated.
- 1.6 The principles of the procedure applies to the recruitment of both teaching and support staff.
- 1.7 An appointment panel is responsible for implementation of the procedure and no individual will have sole responsibility for the selection decision. A panel will normally consist of at least two appropriate persons, one of whom must have successfully completed accredited safer recruitment training. In regard to key appointments across the school such as Senior Management and Head of Department positions, Governors will be involved within the process as appropriate. For Principal and Vice Principal vacancies this will specifically consist of the Chair of Governors, Vice Chair of Governors and not less than three other members of the Governing Body. Panel members will not be involved in a recruitment exercise and appointment where they are related to an applicant or have a close personal relationship with them outside of work. The panel will be balanced to include a variety of staff, roles, genders and backgrounds.

2. Vacancy, Job Description and Person Specification.

- 2.1 When a vacancy arises a job description and person specification are written or reviewed and updated as necessary and, in the case of all support staff roles, the job description evaluated. The ideal start date is identified and the recruitment timetable is planned out, as far as is practicably possible, working backwards from this date.
- 2.2 The person specification is a list of carefully considered and completely justifiable criteria, which identify the skills, knowledge, abilities, aptitudes and qualifications or experience, required to carry out the duties of the post effectively.

3. Advertising

- 3.1 All vacancies are advertised concurrently internally and externally, except in the following circumstances:
- Where ring fencing arrangements apply
 - Where there is a need to re-deploy someone to avoid redundancies or for health reasons, or in creating an acting up arrangement
 - Where the job being advertised has been restructured as part of a positive action initiative to encourage applications from particular groups of disabled people who are underrepresented in the workforce in comparison with the percentage of particular groups of disabled people living in the community.
 - Where the same post has been advertised in the preceding six months and there were appointable applicants (they may be offered the vacancy without advertisement)
 - Where a temporary arrangement is to be made, through 'acting-up' or awarding temporary allowances or a higher grade.
 - Where a teaching and learning responsibility payment for teachers becomes available, in which case it may be advertised within the school, to enable existing staff to apply to take on additional responsibility.
 - Where existing staff have the prerequisite skills (consideration will be given to advertising the posts internally only)
- 3.2 Vacancies at CBSC are advertised in a variety of media; local and national press, the school website and online. Where there are hard to fill posts or where previous advertising has been unsuccessful the use of recruitment agencies, or the equivalent, to provide shortlists for selection to permanent appointments is permitted. On all advertisements we state that "CBSC is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful candidates will be required to undertake a criminal check via the DBS before they can be appointed". Further clarity on this is provided with our guidance notes which are displayed on the vacancies tab of our website.

4. Applications

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

- Job description and person specification
- Details of pay and conditions of service and
- An application form

4.2 All candidates are required to complete our application forms, which are found on our website, in full. We require information on full academic and employment history; suitability for the role, a declaration about Criminal Records Checks and DBS Children's Barred List Check and eligibility to work in the UK. We also state that the provision of false information is an offence and could result in the application being rejected or summary dismissal of the applicant if they have been appointed.

4.3 Guidance notes on how to complete the application form are provided on the Vacancies page on the school website.

4.4 CV's may accompany your application however it is the information entered onto your application form which will be used when deciding who to shortlist.

5. Shortlisting and References

5.1 Once the closing date has passed, shortlisting will take place and will be based on the Person Specification for the post.

5.2 Where possible, references will be taken up immediately prior to the interview. In exceptional cases it may not be possible to do this either because of delay on the part of the referee or because a candidate does not wish their current employer to be approached at this stage, however, before any appointment is made, satisfactory references must have been received. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.3 When references are requested, a copy of the Job Description and Person Specification will be provided to the referee and the following topics will be covered:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings, which relate to the safeguarding of children
- The candidate's suitability for this post
- Confirmation of the applicant's post, salary and responsibilities
- Details of any statutory parental leave taken
- Comments about the candidates performance history and conduct

5.5 CBSC require two employment references which must include your current or most recent employer and in the case of Teachers, must be the Principal/Headteacher.

5.6 All references will be checked to ensure that questions have been answered satisfactorily, and where this has not been the case, the referee will be contacted to provide further information. Any discrepancy between references and the application form will be taken up with the candidate.

6. The Selection Process

6.1 Selection techniques will be determined by the nature and duties of the vacant post, such as:

- Lesson Observations
- Testing ability or knowledge by work based tests
- Practical exercises
- Paper-based ability or knowledge tests
- In-tray exercises
- Presentations
- Work placement assessments

Teaching candidates will always be asked to teach a class whilst being observed. Applicants will be given advance notice of the selection methods that will be used.

6.2 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 check
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

6.3 Interview notes are collated, along with feedback from other teachers and colleagues who have been involved in the selection process. The panel will decide in the successful applicant.

6.4 CBSC believes it is good practice for the panel to provide feedback to unsuccessful applicants following testing or the interview when requested to do so.

7. Policy Statement on the Recruitment of Ex-offenders

7.1 CBSC is committed the fair treatment of its staff, potential staff or users of its services, in accordance with the Equality Act 2010. All positions at CBSC, without exception, are exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. DBS checks form part of CBSC's recruitment process and we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. Applicants should be aware that it is a criminal offence to apply for a post working with children or young adults if they have been named on the former DfE List 99 or the Protection of Children Act List or on the current DBS

Barred List. Applicants should also declare if any sanctions have been imposed on them by a regulatory body (e.g. the former General Teaching Council).

- 7.2 We request that, if applicable, this information is sent under separate, confidential cover, to HR Manager and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.
- 7.3 At interview, or in a separate discussion, CBSC will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- 7.4 The disclosure of a criminal record, or other information, will not debar you from appointment unless we consider that it makes you unsuitable for appointment. In making this decision we will consider the nature of the offence, how long ago, what age you were when it was committed and any other factors which may be relevant.

8. Offer of Appointment

- 8.1 After briefing the Principal, if not already part of the interview process, a member of the selection panel will contact the successful candidate.
- 8.2 A Confirmation of Offer is made in writing to the successful candidate and the offer made is subject to:
 - Production of proof of eligibility to work in the UK
 - Receipt of at least two reference satisfactory to the school (if these have not yet already been received)
 - Verification of identity and qualifications (original documents must be provided)
 - Satisfactory Enhanced DBS Certificate via our online system
 - Satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable (any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed)
 - A satisfactory check of the relevant regulatory body sanctions, for example Prohibition Orders or Section 128 direction, for both teaching and management roles) as imposed by the DfE
 - Completion of confidential health questionnaire and be deemed mentally and physically fit to perform the role

9. Starting Employment/Induction

- 9.1 CBSC 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 ongoing training and support for all staff.

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

10. Single Central Record

10.1 CBSC ensures all employee information is recorded on the Single Central Record – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the school, and all who are employed as supply staff to the school, whether employed directly or through an agency

11. Complaints

11.1 Information on the applicant's right to appeal if they feel that they have been unfairly discriminated against during the selection process on the grounds of race, gender, caring responsibilities, disability, gender re-assignment, age, social class, sexual orientation and religion or belief is available within this policy. Complaints must be made within 3 working days of being informed of the decision. Full details of the procedure to be followed are shown in Appendix A.

11.2 If any member of the panel has concerns about the conduct of another panel member they will immediately express their concern to that individual. If they continue to have concerns they will discuss this with the Chair and/or Principal.

Complaints

1. Applicants who complain after the interview of unfair selection must do so within 3 working days of being informed either verbally or in writing of the outcome.
2. The Chair of Governors or, if the Chair was part of the recruitment process, another governor will investigate the complaint in consultation and agree a written reply to the complainant. Copies of the reply will be given to the members of the appointment panel and the Principal.
3. If the complaint is upheld, the appointment will be delayed until the matter is resolved. This may include re-interviewing all or some of the applicants to ensure the interviews are fair.
4. Complaints of unfair discrimination will be dealt with as quickly as possible. The deadline is three weeks from receiving the original complaint.
5. The investigator will have access to copies of the application forms, person specification, individual interview records and interview notes.
6. The investigator will consider the letter and nature of the complaint and look at the application forms, person specification, individual interview records and interview notes.
7. Where appropriate the investigator will consult with members of the appointment panel.
8. The investigator will check that the panel followed the Recruitment and Selection Procedure correctly for shortlisting.
9. The Chair of Governors will decide what action should be taken and agree a written response to the complainant. Action may include re-interviewing some or all of the candidates with a different panel.