



Carshalton Boys Sports College

Policy	Safer Recruitment
Policy Number:	FS19
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1. Introduction

CBSC emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE hereafter) in "Keeping Children Safe in Education" (KCSIE hereafter) issued September 2018. In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy and practice.

2. Aims, Purpose and Scope

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.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

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.

3. Roles and Responsibilities

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. The principles of this procedure apply to the recruitment of both teaching and support staff.

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.

4. Recruitment and Selection Procedure

4.1 Vacancy, Job Description and Person Specification.

When a vacancy is identified a job description and person specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out, as far as is practicably possible, working backwards from this date.

4.2 Advertising

Vacancies at CBSC are advertised in a variety of media; local and national press, the school website and online. 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". Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

The Vacancies page on our website also states that we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment and again advises that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

Job descriptions, Person Specifications along with the advert, application form and guidance notes are available on our website.

4.3 Applications

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, referees, a declaration about Criminal Records Checks and DBS Children's Barred List Check and a declaration of 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 the applicant has been selected and possible referral to the police and/or the DBS.

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

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.

4.4 Shortlisting and References

Applications are shortlisted by the recruitment panel which usually comprises the Principal, Vice Principal, HR Manager and the relevant departmental head for teaching roles. For other roles the panel will consist of the departmental head/relevant manager and HR Manager.

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.

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 candidate's performance history and conduct

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.

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.

4.5 Interviews/Selection Days

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.

All formal interviews cover the applicant's suitability for the roles and suitability to work with children, exploring any gaps or anomalies in the information available to recruiters and ensuring safeguarding criteria are met.

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.

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.

5. Policy Statement on the Recruitment of Ex-offenders

CBSC is committed to the fair treatment of its staff and potential staff. As an organisation using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions in the School, CBSC complies fully with the DBS Code of Practice and undertakes to treat all applicants for posts fairly.

CBSC undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. CBSC has a statutory duty to request a Disclosure for all positions in the School. All posts in CBSC are exempt from the Rehabilitation of Offenders Act 1974 and the School is entitled to ask questions about a candidate's entire criminal record, including 'spent' convictions and cautions, reprimands, warnings and bind-overs.

All applicants called for interview are encouraged to provide their criminal record at an early stage in the process. This information should be sent under separate, confidential, cover to the HR Manager, who guarantees that this information is only seen by those who need to see it as part of the recruitment process.

CBSC undertakes that all staff involved in recruitment and selection will be trained appropriately. They will also be made aware of relevant legislation pertaining to the employment of ex-offenders.

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.

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.

6. Offer of Appointment

A Conditional offer of employment 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)
- A Barred List Check
- 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, 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
- The entries on the application form proving to be complete and accurate.

7. 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. 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.

8. Single Central Record

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.

9. Internal Roles

Vacant Roles: Any internal roles, with the exception of the below will be assessed and, if determined necessary, advertised to staff.

Acting Up: Acting up is generally where unplanned cover for a position at a higher level is required for a short period of time, e.g. due to absence of the substantive position holder, usually within the same department. These opportunities are intended to cover short term situations (usually for a period of one term and 18 months). An individual cannot normally be offered an 'acting up' position if there is more than one individual within the department

who could cover the acting up, in which case the opportunity will be offered to the group and a selection process applied.

Internal Secondment: An internal secondment is a temporary placement of an employee to another or additional role for a specific purpose and period of time to the mutual benefit of all parties. The secondment is usually for a period of between one term and 18 months, depending on the nature of the role and project. This is different to 'acting up' which is defined above. CBSC supports the use of Secondments, recognising them as:

- personal development for the individual;
- a means of succession planning;
- adding to the skills base of the School.

Individuals will be given a secondment letter stating details of the arrangement which will act as a temporary variation to their contract of employment. Any secondment is subject to the normal approvals process which applies to any recruitment undertaken across the School.

Sideways Move: This relates to a secondment from an established post to a post on the same grade in a different department/team. In most cases this will not require an open application and selection process provided that the work experience provided is at a similar level to the secondee's substantive post.

10. Complaints

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. 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.

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.

Complaints of unfair discrimination will be dealt with as quickly as possible. The deadline is three weeks from receiving the original complaint. The investigator will have access to copies of the application forms, person specification, individual interview records and interview notes. 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. Where appropriate the investigator will consult with members of the appointment panel. The investigator will check that the panel followed the Recruitment and Selection Procedure correctly for shortlisting.

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.

