



WOLGARSTON HIGH SCHOOL
Staffordshire



Safer Recruitment

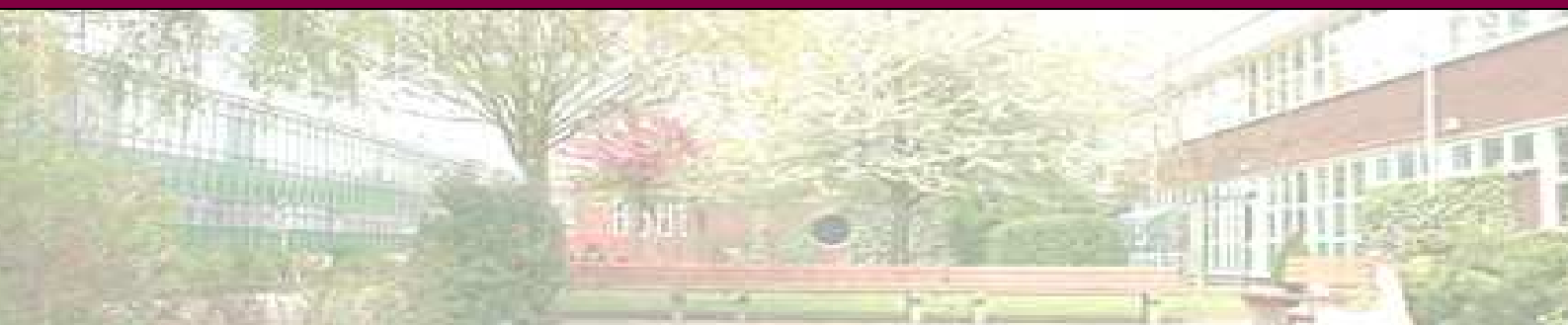
A Statement of Policy

Date adopted by Governing Body:	May 2009	Date of last Review:	5 July 2010
Frequency of Review:	Every 3 years	Next Review:	March 2013

Location:	T:\SCHOOL POLICIES AND PROCEDURES\Current Adopted Policies\Safer Recruitment (Re-Approved 5 Jul 2010).Doc
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Readability:	18-19 Years

Signature of Headteacher:

Signature of Chair of Governors:



Statement

Our Position

Wolgarston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A professional code of conduct and safe working practices for the protection of staff and students in this school is also available.

As a school we aspire to have a safe, supportive school culture that is characterised by:

Setting behavioural boundaries for pupils and staff ~ *see the school's various behaviour and bullying policies.*

- Listening and investigating when inappropriate behaviour is reported ~ *see the school's complaints and Child Protection policies.*
- Adopting a stringent approach to the safer recruitment of staff as required by the appropriate national legislation ~ *as contained in this policy and guidelines document.*
- Providing a high standard of experience for students in teaching and learning.
- Offering high quality student support.

Aim

1. Governors seek to fulfil their legal obligations¹ to safeguard children and young people by adopting a safer recruitment process that:
 - Is robust in protecting both children and young people and those adults working with them (including governors, volunteers and those involved in extended schools and community initiatives);
 - Ensures clarity for all those applying for posts within the school so that the school can recruit the best available people to complement and enhance teaching, learning and school support services;
 - Deters unsuitable individuals from applying.
2. The Governors fully recognise that applicants of both sexes and of all racial groups have a right to equal opportunity in employment. The Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1995, as each amended, make it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief.
3. The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school development plan.

¹ the provisions and principles of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 the statutory guidance, *Safeguarding Children: Safer Recruitment and Selection in Education Settings* and the school's equal opportunities policy.

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4. At least one Governor as well as the Head Teacher and Business Manager) is required to undertake recruitment selection training including Safe Recruitment Training.
 5. The procedure for the appointment of the Head Teacher or Deputy Head Teacher differs from that of other staff².

Recruitment Process

Delegation of Appointments

1. The Governing Body delegates all support staff appointments, and all teacher appointments, below the level of Assistant Head/Deputy Head to the Head Teacher. The Head Teacher is expected to involve at least one member of the Governing Body in all teaching appointments (of TLR1 and above) and in support staff appointments at and beyond a designated salary level³.
2. No governor is to be excluded from being involved in staff appointments unless there is a conflict between the interests of the governor and the interests of the governing body.

Specific Elements in the Policy

Responsibilities for the Safer Recruitment Policy.

- The school's Business Manager will be accountable to the Head Teacher for overseeing **all** aspects of this policy including its operation and annual review.
- The administration of the policy during the recruitment for any post is the responsibility of the Business Manager.
- A **single central record of recruitment and vetting checks** covering all employed staff and others having regular contact with children will be monitored by the school's Business Manager.
- The preparation of job descriptions (and person specification) for all teaching and learning posts is managed by the Head Teacher (or his delegated authority).
- The school's Business Manager, who is accountable to the Head teacher, manages the preparation of job descriptions (and person specification) for all support post, all of these will be in conjunction with the County Councils Job Evaluation Team.
- **All** posts in the school will be judged as needing enhanced CRB disclosure.

² A Governor's Committee will be formed to oversee the process of Head Teacher and Deputy Head Teacher appointments.

³ To be determined by the H/T & governors

Vacancies and advertisement

1. The Head Teacher will identify or confirm vacancies (in consultation with Governors when appropriate) in relation to the school's development plan.
2. Appropriate job descriptions will be prepared, as will person specifications and will include the level of criminal record disclosure when necessary.
3. The time schedule for the recruitment and appointment process will be established in consultation with the Head Teacher.
4. Those responsible for being part of the appointment panel will be identified in consultation with the Head Teacher (and Governors when appropriate).
5. Every vacant post (including acting posts of one term or more) will be advertised in a manner likely to bring it to the notice of persons qualified to fill the post, and will be equally accessible to race, sex, marital status, ethnic origin, age or disability, religion or belief.
6. All applicants for all vacant posts advertised internally or externally will be provided with an information pack containing at least:
 - A Job Description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school including salary range and criminal record disclosure level.
 - A Person Specification indicating the qualifications, skills and types of experience or expertise which the Governing Body regard as essential or desirable in relation to the job.
 - Staffordshire County Council Application and Equal Opportunities Monitoring Forms.
 - Information about the School and other general information relevant to the vacant post
 - Appropriate extracts from this policy, which make the school's position on safer recruitment and equality of opportunity clear
 - The closing date for the receipt of applications
 - Interview date(s)
7. The school will make the contents of the information pack downloadable from its own website.

Applications and short listing

- Applications will be scrutinised by those involved in the appointment using a short-listing matrix based on the job and person specification.
- Anomalies, discrepancies and employment gaps will be noted and pursued at interview if the candidate is short-listed. Declaration of disability will be checked at this stage
- If the field of applicants is felt to be weak the Head Teacher can re-advertise the post.
- A short list of candidates will be drawn up.
- Two references will be called for those short-listed, seeking information based on the job and person descriptions as well as a direct question addressing safeguarding children and young people.
- The reasons for non-selection for interview will not be given or offered.
- Electronic applications will require the applicant to sign the school copy upon arrival at the school if called for interview.

Interviews

1. Short listed candidates will be invited to attend for interview and informed about the structure and process involved as well as the necessity to provide certain documentation at the interview.

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2. All short-listed candidates will be asked to bring the means to verify their identity⁴, qualifications and professional status⁵. These will be presented to the Business Manager during the course of the day. Details will be recorded.
 3. Formal interviews of applicants will be undertaken by no less than two people, one of whom will be a current member of the Leadership team.
 4. The format, style and duration of the interviews are matters for the Head Teacher in consultation with governors and others involved in the process to decide but the following will be adhered to:
 - Briefing:
 - *All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job. This will also include a tour of the school.*
 - Competencies:
 - *All teaching post appointments will include teaching a lesson. In specialist skill areas other aspects of competency will be assessed (eg. Music, Languages)*
 - *Support services will have the key competencies and skills tested*
 - The formal interview process:
 - *Before the interviews the selection panel will agree on the interview process (e.g. tasks, short interviews, final interview etc) to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief.*
 - *The interview will also deal with the issues of safeguarding children*
 - For teaching assistant and teaching posts a student interviewing panel may be used. This will be chosen from the school's Learning Council.
 5. Before the interviews the Head teacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews.
 6. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained by the school for at least one month for all applications and six months for those called for interview; after that time they will be destroyed.

Conditional Offer of Appointment and Unsuccessful Candidates

1. Any offer to a successful candidate will be conditional upon:
 - Receipt of satisfactory references⁶
 - Verification of identity and qualifications⁷
 - Satisfactory Enhanced CRB Disclosure
 - Satisfactory checks under the Protection of Children's Act List 99

⁴ A passport, current photo driving licence and a full birth certificate; any documentation evidencing a change of name; a utility bill or financial statement showing candidates name and address

⁵ Original documents, certificates, GTC reference, written confirmation by awarding body

⁶ It is hoped that these will have been received by the day of interview but it is not always the case

⁷ It is hoped that this can be resolved on the day of the interview

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- Verification of professional status⁸
 - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance and/or requirement.
 - Satisfactory completion of a probationary period (if appropriate)
 - For foreign nationals, when the individual's right to work in the UK is confirmed.
 - Satisfactory medical checks (if appropriate)
 - The reasons for the conditional offer will be stated in the letter that makes the offer.
2. Unsuccessful candidates will be offered a telephone debrief up to one week after the day of interview but **not** on the day of the interview. The initiative is with the unsuccessful candidate.

Induction into the Post

- All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

Training and Awareness

All staff in the school will be reminded annually of key issues related to the safeguarding of children and young people through an appropriate entry in the Wolgarston High School Staff Directory.

Other Safe Guarding Areas

Volunteers, Community, Contractors and Other Agencies

1. Anyone having direct or close contact with children, and who will be unsupervised, will be required to undertake CRB Enhanced Disclosure or demonstrate, with evidence, that disclosure has been undertaken.
2. Community volunteers will always be closely supervised if they have contact with children unless they have appropriate CRB clearances.
3. Other agencies will be asked to guarantee that their workers have appropriate clearances and vetting. If they are unable to do this then the individuals will be constantly supervised if they are likely to have contact with children or young people.
4. Contractors will be briefed about the rules that apply to their presence on the site including safeguarding children. If a contractor is likely to be close to children then the site supervisor or his staff will constantly supervise them.

⁸ It is hoped that this can be resolved on the day of the interview

Supply Staff

1. When agency supply staff is used then only companies that demonstrate that they undertake the appropriate checks will be engaged as a supplier.
2. Any supply teacher engaged by the school will undergo the same checks and validations as a successful candidate in an advertised post.

Extended Schools

The school acknowledges that as it extends its services this policy will apply to its extended services and recruitment relating to them.
