



## Safer Recruitment Policy

<b>Approved by:</b>	Board of Trustees	<b>Date:</b> November 2016
<b>Responsible:</b>	CEO	
<b>Last Updated:</b>	January 2018	

### Introduction

The Rye Academy Trust (the Trust) is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This Safer Recruitment policy forms an essential strand of our safeguarding policies and procedures in setting out the duties and responsibilities of all staff employed by the Rye Academy Trust in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

### Principles

The Trust recognises and values the diversity of its workforce and communities and wants to ensure that all the attributes, talents and skills available throughout the community are recognised when employment opportunities arise. Its principle is that jobs should be filled by those best able to do them.

The Trust takes every possible step to ensure that its staff, and potential staff, are all treated fairly and given equal opportunity and support appropriate to their needs. All employment decisions including those on recruitment, selection, promotion, training and career development, are based solely on job related objective criteria.

The Trust opposes all forms of discrimination on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, marital and civil partnership status, sex, sexual orientation, medical condition (including people living with HIV or AIDS), disability and age.

The Trust is committed to ensuring its workforce is representative of the demographics of the populations it serves. Therefore it is recommended that where possible members of shortlisting and interview panels should represent a balance of traits such as age, gender and ethnic origin.

The Trust's procedures are designed to deter prospective candidates who are unsuitable for work with children and young people and identify and reject applicants who are unsuitable for work with children and young people.

### The authority to make appointments

For staff not based in schools:

For most positions, the line manager has the authority to make an appointment. Sometimes they may need HR and CEO approval (e.g. if the preferred candidate has a criminal conviction).

For schools based staff:

For the majority of posts, this responsibility is delegated to the Headteacher and/or senior staff.

For Headteacher and Deputy Headteacher posts, the responsibility for recruitment and selection is delegated to an appointment panel of nominated trustees. They are required to shortlist and interview candidates and make a recommendation to the full Board of Trustees who make the final appointment decision.

The Trust's HR Officer should be advised of all prospective recruitment needs at an early stage and will provide advice on procedures to be followed to ensure the Trust complies with robust recruitment practice.

## The Recruiting Manager's Responsibilities

The recruiting manager should ensure they are fully trained or able to demonstrate from previous experience that they have the skills and knowledge required to successfully implement this policy and recruit and select in a fair and open way.

Recruitment managers need to be aware of Keeping Children Safe in Education (DfE) in relation to managing the recruitment and selection process in schools.

Where an applicant has indicated under Declaration of Interests that they know or are related to an existing employee or Trustee, it is the responsibility of the recruiting manager to ensure that this person is not involved in the appointment, or the decision behind the appointment. If you are responsible for appointing employees, you must ensure that the recruitment decisions are based solely on assessment through the appointment process. Any potential conflict of interest should be declared to the HR Officer in advance of shortlisting.

It is essential that at least one of the selection panel has undertaken safer recruitment training.

In recognition of the range of information easily accessible online, recruiting managers may wish to undertake an online search of their candidates, paying particular attention to social media profiles and news items. In doing so they must ensure they respect individuals' right to privacy and process any information in accordance with the relevant data protection guidelines. In the event they find content which is of potential concern (e.g. the candidate has been critical of this organisation or previous employers or has been mentioned in high profile and/or relevant news items) they should explore this at interview. They should contact the HR Officer before doing so.

## Safer Recruitment

Our commitment towards safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of young people at every stage of the recruitment and selection process. It starts with the process of planning the recruitment exercise and ensuring that the advertisement makes clear the Trust's commitment to safeguarding and promoting the welfare of young people.

All adverts for posts within the Trust will carry the statement: "The Rye Academy Trust is committed to safeguarding, safer recruitment and promoting the welfare of young people. All successful candidates will be subject to a Disclosure and Barring Service check (DBS) along with other relevant employment checks".

The above statement will be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Job descriptions

Job descriptions and person specifications for roles at the Trust will make reference to the responsibility for safeguarding and promoting the welfare of children and young people and specific reference to suitability to work with children and young people where appropriate.

All applicants for posts within the Trust will be required to complete an application form; curriculum vitae will not be accepted in place of this. Incomplete applications will not be accepted.

All applicants will be asked to provide two referees; one of whom should be the applicant's current or most recent employer. Appointments are conditional upon the receipt of at least two satisfactory references that include specific questions to verify the suitability of candidates to work with children and young people and to establish whether candidates have had any disciplinary offences relating to children. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed to work with children. All applicants shortlisted will have references taken up.

References from relatives or friends will not be accepted. Open references and testimonials will not be accepted.

### Shortlisting

To ensure fairness and transparency in the recruitment and selection process, shortlisting will be against the person specification for the post.

During the shortlisting process, it is important that applications are scrutinised, that information provided is consistent and does not contain any discrepancies, and to identify any gaps in the candidate's life and employment history so that these can be explored at interview. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

### Interviews

The selection process for posts within the Trust will always include a face-to-face interview even if there is only one candidate.

All applicants for posts within the Trust will be informed at interview of the necessity of a check through the Disclosure and Barring Service (DBS). Refusal to agree to such a check being carried out, or the outcome of the check being unsatisfactory, will lead to any offer being withdrawn.

We are committed to involving children and young people in the recruitment and selection process where appropriate. This may be by lesson observation in school or group activities for example.

Shortlisted applicants will have a face-to-face interview that explores the candidate's suitability to work with children and young people as well as his or her suitability for the post. During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

When recruiting any staff, there is always at least one member of the interviewing panel who has completed safer recruitment training.

### Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see above); the reference forms include specific questions to verify the suitability of candidates to work with children and young people and to establish whether candidates have had any disciplinary offences relating to children. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges;

- A satisfactory enhanced DBS Disclosure Certificate. This must be received before the candidate will be allowed to take up post;
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Proof of eligibility to live and work in the UK;
- Verification of the candidate's medical fitness;
- Verification of academic qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online) and § (For non-teaching posts) satisfactory completion of the probationary period.

**NB** In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks will be:

- Confirmed in writing;
- Documented and retained on the personnel file (subject to relevant advice contained in the DBS Code of Practice and our own data protection arrangements); and
- Followed up where they are unsatisfactory or there are discrepancies.

### Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our schools, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff employed by the Trust;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare and guidance on safe working practices;
- the standards of conduct and behaviour expected of staff and students within our schools;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

### Vetting checks

All staff appointments to our schools are subject to an enhanced disclosure from the Disclosure & Barring Service (a DBS certificate) in line with current legislation. This requirement also applies to all supply staff, volunteers working in school on a regular basis and regular contractors. (See Appendix A: Definition of Regulated Activity that require an Enhanced Level CRB check)

Additional checks are carried out for candidates who have lived outside the United Kingdom. i.e., candidates are asked to provide the originals of Police or Judiciary documents showing that they do not have any convictions that would bar them from working with children and vulnerable adults.

We expect all staff to notify the Chief Executive of any cautions or convictions accrued whilst in the employ of the Trust.

### The Single Central Record

We keep a Single Central Record as described in DfE guidance. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate;
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate.

### Supply Staff

We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.

In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

## Appendix A

### Definition of Regulated Activity

#### Children

A child is defined as someone who is under the age of 18. To come under Regulated Activity, the individual needs to carry out an Activity or carry out work in a specific Establishment (or both).

**The Trust defines a child as any student on roll in one of our academies.**

#### Activity

The activity needs to be carried out by the same person and meet the following Frequency test:

- Once a week or more or
- 4 or more days in 30 or
- Overnight
- Driving a vehicle being used only for transporting children and carers / supervisors
- Teaching, training or instruction
- Care or supervision (If care is personal care, help with eating / drinking or medical surgical care then the frequency test is not relevant)
- Advice or guidance relating to a child's physical, emotional or educational wellbeing
- Moderating a public electronic interactive communication service (e.g. internet chatroom) likely to be used mainly by children
- The manager / supervisor of an individual carrying out any of the above activities.

#### Establishment

The work in the establishments below needs to give the person the opportunity in their work to have contact with children, be carried out by the same person and meet the following frequency test:

- Once a week or more or
- 4 or more days in 30 or
- Overnight

#### School

- Pupil referral unit (also known as Education Centres or Short Stay Schools)
- Institutions for the detention of children
- Children's homes / residential units
- Children's centres
- Nursery schools
- Childcare premises (including nurseries)
- The manager / supervisor of an individual carrying out any of the above activities.

NB - Occasional services provided to Children's Establishment (e.g. maintenance/repair workers) no longer come under Regulated Activity.