

Heathfield Community School



SAFER RECRUITMENT POLICY

Policy updated every 2 years
or when changes occur in government policy.

Date reviewed : August 2020
Date of next review : Summer 2022

Reviewer : Nicola Foster – HR Officer

Date of ratification by Governing Board : _____

Document Control		
Edition	Issued	Changes to previous
		Please see highlighted in yellow

Policies / Documents referred to in this policy	Post Holders / Persons named in this policy
This policy links to other school policies on :	

POLICY STATEMENT

Heathfield Community School's Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding children, young people and vulnerable adults in its care.

The policy sets out clear systems and processes for all who seek voluntary and/or paid employment at or within Heathfield Community School.

The policy is based on government guidance.

Scope

The measures described in this policy will be applied to all who are employed to work at Heathfield Community School including the Tacchi-Morris Arts Centre and The SPACE who are likely to have contact with children, and be perceived them to be safe and trustworthy adults.

Incorporated within the scope of this policy are staff employed by the school, supply staff, volunteers and the like who regularly work at Heathfield Community School. Whilst they may not have direct contact with children as a result of their role/job they may nevertheless may be considered safe and trustworthy due to their regular presence on the school site.

Personal Data - List 99 and Enhanced DBS Central Record

The school holds a single central record incorporating all employed staff and others that have contact with children. The record is available to the Senior Leadership Team. The record details a range of checks as set out by the Department for Education. The record is maintained by the School Business Manager and HR Manager.

Contractors

Heathfield Community School only use County authorised contractors or known contractors with a DBS check in place. All contractors will sign in at Reception and wear a visitor badge during the visit to the school.

Volunteers

Volunteers will be supervised at all times by a member of staff unless they have an Enhanced DBS check in place.

Supply Agency Staff

No Supply Agency staff will be permitted to work at Heathfield Community School without written confirmation from the agency of the individuals DBS disclosure number and date of clearance.

Where supply staff attend Heathfield Community School for the first time the Deputy Head in charge of supply teachers obtains and passes on the relevant County/Agency DBS disclosure evidence to the Finance Office.

Governors

All Governors will be subject to an Enhanced DBS check.

Staff

Prior to taking up their appointment all staff will be subject to Enhanced DBS check and two references.

Recruitment and Selection Process

In order to continue to provide high quality education we must ensure that new staff are of the highest calibre.

Once a need to appoint a new member of staff has been identified it is important that the Head of Department meets with SLT and HR Manager to discuss the job description and the appointment process. New posts will be reviewed with SCC Job Evaluation to ensure pay/grade/role is in-line with SCC guidance.

All new posts carrying a teaching commitment will be advertised externally (nationally in the case of full-time teaching posts and at least regionally in the case of non-teaching posts). Posts carrying an allowance for additional responsibility will also, wherever possible, be advertised externally. Internal candidates will be encouraged to apply for such posts, will be considered alongside all other candidates and will in most cases automatically be included in the interview process as part of the school's commitment to providing its own staff with relevant interview experience whenever possible.

The school, its staff and governors will ensure that its staffing practices do not discriminate against members of staff or potential candidates in ways which are unconnected to their ability to perform the duties of the post. The policy has been formed within the framework of the statutory legal requirements but also recognises the need to promote positive attitudes which will result in the lowering of traditional barriers to equality of opportunity.

Advertising

All adverts will be carefully constructed to ensure they promote Heathfield Community School's commitment to the safeguarding of students, young children and vulnerable adults, as set out by the Local Authority's Safeguarding Statement.

Heathfield Community School is positive about disabled people and the 'two tick symbol' appears in our adverts. Thus means that candidates who have declared a disability will be invited to interview/short-listed if they meet the essential requirements of the post.

The Job Description will summarise the main duties and responsibilities of the post and the Person Specification will list the essential and desirable qualifications, skills and attributes required.

Application Form

The school will use a standard application form to obtain a common set of core data from all applicants. The school will not accept curriculum vitae in place of an application form.

Short Listing

All applications are scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification may be sought around anomalies or discrepancies and/or gaps in employment history identified by the scrutiny panel prior to short listing. The short-listing panel will form the interview panel to ensure clarity and consistency.

Applicants that have not been shortlisted will be informed and invited to request feedback should they so wish.

References

The school will seek references prior to interview and before making a formal offer if appropriate. **All references will have been received and reviewed before starting at the school.**

The school will **NOT** :

- Accept references and/or testimonials provided by the candidate.
- Accept references from friends, relatives or neighbours.

Where a reference is considered to be vague, the referee will be contacted and asked to provide written answers or amplification as deemed appropriate.

Information given by the applicant's referee(s) will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview.

The school will consider all information regarding previous convictions, disciplinary action and/or allegations on a case by case basis and in accordance LA HR support and guidance.

Student Voice

Whenever appropriate, the school will involve students in the recruitment and selection process. Student involvement is considered good practice and may take the form of an interview or similar activity.

Invitation to Interview

The invitation to interview will clearly indicate the following:

- Purpose
- Date
- Time
- Venue (Including directions)
- Outline programme

All candidate ID's will be checked thoroughly on entry to the school site. To satisfy the schools ID checking process candidates will be required to provide a current photographic image of themselves, e.g. driving licence or passport.

All candidates will be required to evidence documents confirming their educational and/or professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

Interview Panel

The school will seek to have a minimum of three interviewers.

Where the interview is for a teaching post the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel.

At least one person on the interview panel will have the Safer Recruitment Qualification.

External Posts

- | | | |
|------------------------|---|--------------------------------------------------------------------------------------------------------------------------------------------------|
| Adverts | - | All must include the LEA's Safeguarding statement. |
| CRB Checks | - | No new member of staff can have individual contact with students unless CRB clearance at the enhanced level (which were new guidelines in 2010). |
| Shortlisting | - | Must involve at least one member of core SLT (Head Teacher/ Deputy Head) as well as the line-manager for the advertised post. |
| | - | Applications for all shortlisted candidates to be read by the Head Teacher before candidates informed. |
| Selection Panel | - | At least one member of panel must have valid Safer Recruitment training and certificate. |
| | - | For all teaching posts, Head Teacher or Chair of Governors must be on the panel. |
| | - | For all non-teaching posts, Deputy Head (Personnel) and Chair of Governors (or a deputised governor) must be on the panel. |
| | - | No members of staff can be on the selection panel who have provided a reference or know any of the candidates privately. |

All interviews will be clearly structured and include pre-agreed questions for the candidates. The interview panel will be required to record candidate answers. The panel will ask candidate's specific questions relating to the information provided on application. The panel will in all cases ask questions relating to the safeguarding of children, young people and vulnerable adults.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel also assess and/or clarify the following :

- Candidates understanding of safeguarding children, young people and vulnerable adults in line with the school's Child Protection Policy and DCSF Guidance;
- Candidate's attitude toward children, young people and vulnerable adults;
- Candidates ability to support and uphold the authority's/establishment's agenda for safeguarding and promoting the welfare/wellbeing of children;
- Gaps in the candidate's employment history;
- Concerns and/or discrepancies arising from the information provided by the candidate and/or a referee;
- Candidate's declaration in light of the requirement for an enhanced CRB check.

Conditional Offer of Appointment – Pre Appointment Checks

A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following :

- Receipt of at least two satisfactory references as before described;
- Verification of the candidate's identity (if not verified at the interview);
- List 99 and, a satisfactory DBS Enhanced Disclosure check;
- Verification of qualifications (if not verified at the interview);
- Verification of professional status where required e.g. GTC registration, QTS status (unless exempt), NPQH;
- Verification of successful completion of statutory induction period (Teaching Staff Only - Applies to staff that obtained QTS after 07 May 1999);
- Satisfactory completion of the 6 month probationary period (Support Staff Only).
- Verification of a person's right to work in the UK;
- Any other criteria based on current UK legislation/guidance for schools.

Notifying Candidates of the Outcome of Interviews

All candidates are contacted as soon as reasonably practicable to advise of the outcome of the interview process. Often the contact will take the form of a telephone or face to face conversation between candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome.

The successful candidate will receive written confirmation of the offer once satisfactory references have been received by the school. However, the offer at this stage will be subject to DBS Enhanced clearance and medical clearance **and two satisfactory references.**

Post Appointment Induction

All new staff at Heathfield Community School will have an induction programme.

The purpose of the induction process is to :

- Provide appropriate training and information commensurate with the role and the school's policies and procedures.
- Ensure staff are integrated and feel safe and valued.
- Establish the conduct expected of staff within the school.
- Provide a platform for new members of staff and/or volunteers to discuss any issues or concerns they may have regarding their role/responsibilities.
- Identify any further training needs.
- Reinforce policies and procedures in relation to safeguarding and promoting the welfare/wellbeing of child, young people and vulnerable adults.
- Be subject to a 6 month probation period.
- All induction programmes will include Child Protection training.

EQUAL OPPORTUNITIES

STAFFING

Heathfield Community School is committed to creating an environment where there is mutual respect and equality of opportunity. You can expect to be treated fairly with respect, dignity and understanding whoever you are and whatever your background. For further information about Heathfield's Equality Policy please see :

<http://www.heathfieldcommunityschool.com/policies.html>

Part-time work and job sharing

Part-time staff should be on the same professional level as full-time staff and be given the same opportunities for professional development.

Opportunities for job sharing will be sympathetically considered at all levels of responsibility.

Access and Adaptation for Staff/Applicants for Posts with Disabilities

Active consideration will be given to the needs of staff with physical or mental impairments which have a substantial and long term effect on their ability to carry out normal day-to-day activities. (Advice and assistance may be sought from outside experts such as the Disability Employment Advisors at the Job Centre/Department for Work and Pensions.)

Support for Maternity Leave / Paternity Leave / Carers Leave

In keeping with LEA Policies, the school will give the maximum support to staff taking career breaks, particularly for reasons of child care. Ways should be explored to ensure re-employment at similar levels of responsibility.

Appointments

In formulating details for job descriptions due regard will be given where appropriate to encouraging under-represented groups.

All appointment procedures will be designed to encourage the widest range of applicants possible.

Candidates who have declared a disability and meet the essential requirements of the post will be short listed.

Interviewing and selection panels should be concerned only with the stated requirements for the post (which will include consideration of pastoral issues) and be aware of the need to avoid traditional pre-conceptions which limit the scope of potential candidates.

The panels themselves should be gender balanced and candidates for the posts should be familiar with the school's policy on Equalities.

NON-CONTACT TIME POLICY

1.
 - (a) The normal and maximum teaching load for main scale teaching staff is 18/20 sessions.
 - (b) The normal teaching load for “NQT’s” is 16/20.
 - (c) The normal teaching load for Heads of Department is 16/20 or 17/20.
 - (d) The normal teaching load for Heads of Year is 15/20.
 - (e) The normal teaching load for SMT Project Co-ordinators is 12/20.
 - (f) The normal teaching load for Deputy Heads is 6/20.

2. Whilst every effort is made to adhere to the above principles, timetable demands may mean some variation for individuals from year to year. If the timetable structure does not allow teachers to teach their full normal quota (as defined above) they may be allocated to other areas of responsibility.

3. From year to year teachers with additional responsibilities, particularly those of a cross-curricular nature, may be given additional non-contact time. This is continuously reviewed as is the allocation of tutorial responsibilities. At the end of Year 11 and Year 9, each tutor is invited to join the non-tutor duty team for one year.