



The Royal School

Wolverhampton

Safer Recruitment Policy

Author	Angie Dent
Job title	Vice Principal- DSL
Signed	
Date	November 2023
Version no.	4
Next review date	November 2024
Review frequency	Annually
Approving body/committee	HR committee/Governors
Date approved	
Target audience	Staff

The Royal School Wolverhampton

Safer Recruitment Policy Statement

The purpose of this policy is to set out the requirements of the recruitment of non-teaching and teaching staff to The Royal School Wolverhampton.

The aim is to:

- Attract the best possible applicants to vacancies.
- Deter prospective applicants who are unsuitable to work with children or young people.
- Identify and reject applicants who are unsuitable for work with children and young people.
- Follow guidance in KCSIE 2023.

Decisions concerning the need to recruit staff are delegated to the Principal/CEO by the Governing Body. All decisions will be made regarding curriculum needs and financial circumstances.

The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, gender, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Safer Recruitment Training

The school will:

- ensure that staff involved in recruitment processes have received safer recruitment training with an appropriate and accredited Safeguarding training provider. Training will be completed on an annual basis.
- ensure that every appointment panel includes one member who has received safer recruitment training.
- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- ensure that the Prevent Strategy is taken into due consideration and staff all have an understanding of the implications involved, through staff induction.
- keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements.
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- require staff who are convicted or cautioned for any criminal offence during their employment with the school to notify the school, in writing of the offence and the penalty.

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements.
- Monitor the school's compliance with them.

It is the responsibility of the Principal/CEO and other managers involved in recruitment to:

- Ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the Procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safer recruitment pre-employment checks.

School governors may be involved in staff appointments, but the final decision will rest with the Principal/CEO. The Principal/CEO may delegate the selection process of staff outside of the leadership group to other managers in the school but remains responsible for the decision to appoint.

The Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be appropriate.

Applications

The form – The school uses a standard application form. CVs will not be accepted.

The school requires candidates to account for any gaps or discrepancies in employment/address history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

Self-declaration of convictions by job applicants

The school's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel or Principal/CEO, prior to the interview. The chair of the panel /Principal/CEO will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions cautions, or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

The following pre-employment checks will be undertaken:

- Receipt of a minimum of two satisfactory references, one of which will be from the former or most recent employer; if no formal employment records are held character references will be obtained.
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A list 99 check
- A satisfactory enhanced DBS clearance
- Verification of the candidate's medical fitness.
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)
- An online search of shortlisted candidates as recommended by Keeping Children Safe in Education (KCSIE 2023). Results will be forwarded to the interviewing panel if any queries arise. Successful candidate information will be recorded on the Staff Audit Form held on the staff file.

References

References for shortlisted candidates will be sent for immediately after shortlisting and BEFORE interview. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will always be sought prior to interview wherever possible.

Three references will be required for candidates who have worked or resided overseas within 5 years prior to their application.

The school will not accept references from relatives. Character references will be received dependent upon job role and consideration will be given to individual requests, in the absence of an employer reference.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, and salary.
- Performance history and conduct (if known)
- Any disciplinary procedures in which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

Upon receipt of references

- References will be compared to the information provided to check for consistency. Any discrepancies will be taken up with the applicant at interview.
- References will be sent to the line manager to approve.
- Calls to referees will be made, if further details are required.

Online Checks

- Upon shortlisting an online search will be undertaken by an appropriate member of staff separate to the interviewing panel.
- An online Google search of name, current position, current job title will be recorded.
- The search is undertaken to ensure that candidates are qualified for the role, do not pose a potential safeguarding risk or risk damaging the reputation of the school.
- Unsuccessful candidates search history/written records will be deleted directly after interview.

Interviews

The interview process will include the following:

- Face to face professional interview including a question related to safeguarding children (in line with Safer Recruitment Training). Interviews may take place via Teams/Zoom and official ID MUST be scanned to the interviewer prior to the meeting so that identification can be proven.
- Dependent upon the role: young people panel / activity with children.

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a DBS enhanced check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required. Proof of identity and other documentation will be verified by the chair of the panel / Principal/CEO.

Copies of documents will be taken by Reception staff, prior to the interview, and forwarded to HR. Unsuccessful candidate details will be shredded directly after a decision has been made.

Employment Offer

The successful employee may be provided with a potential start date; this will be only clarified upon receipt of successful references, health questionnaire, qualifications, list 99 and DBS.

Once all documents have been received the interviewing panel will be advised by HR/SLT that they are able to confirm the start date with the new employee.

Once an official start date is agreed, an offer of employment will be made, and the offer letter issued. Upon receipt of a signed offer letter the contract will be issued at as soon as possible but in all circumstances within 8 weeks of employment commencing.

Record Retention / Data Protection

The school will retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed (i.e.: shredded) for unsuccessful candidates. The 6-month retention period will allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Principal/CEO within 6 months of the interview date.

Personal file records

The school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- Health questionnaire
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- List 99
- Proof of registration with General Teaching Council (for teaching staff)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (i.e.: the notification form from SPS or the DBS certificate reference number, NOT the actual DBS form or certificate)

Single Central Record of Recruitment Vetting Checks

In line with DfE requirements, the school will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g.: specialist sports coach or artist.

The central record will indicate whether the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Additionally, for those applying for teaching posts, registration check with the GTC where appropriate.
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosure
- Prohibited list check.
- Further overseas records where appropriate.

It shall also indicate who undertook the check and the date on which the check was completed, or the relevant certificate obtained.

To record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However, identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them. Reference will be made to the Prevent Strategy.

Volunteer Application Forms, references, DBS and List 99 must be completed prior to a volunteer starting with the School.

Extracurricular activity organisers, paid for by the school, (and not through a company) must complete an application form, provide their activity related DBS, list 99, references and complete a

service level agreement. The service level agreement will link to invoices and be transferred to accounts for their records.

Probation periods

All staff will be subject to the school's probationary period.

School staff will be given a copy of the school's Safeguarding Policy and provided with safeguarding training to enhance their reading and understanding of the document and will follow the guidelines required to maintain professional boundaries at all times.

The school adopts a culture of vigilance where all concerns are listened to and taken seriously. The school will follow DfE allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.