

BRIZE NORTON PRIMARY SCHOOL

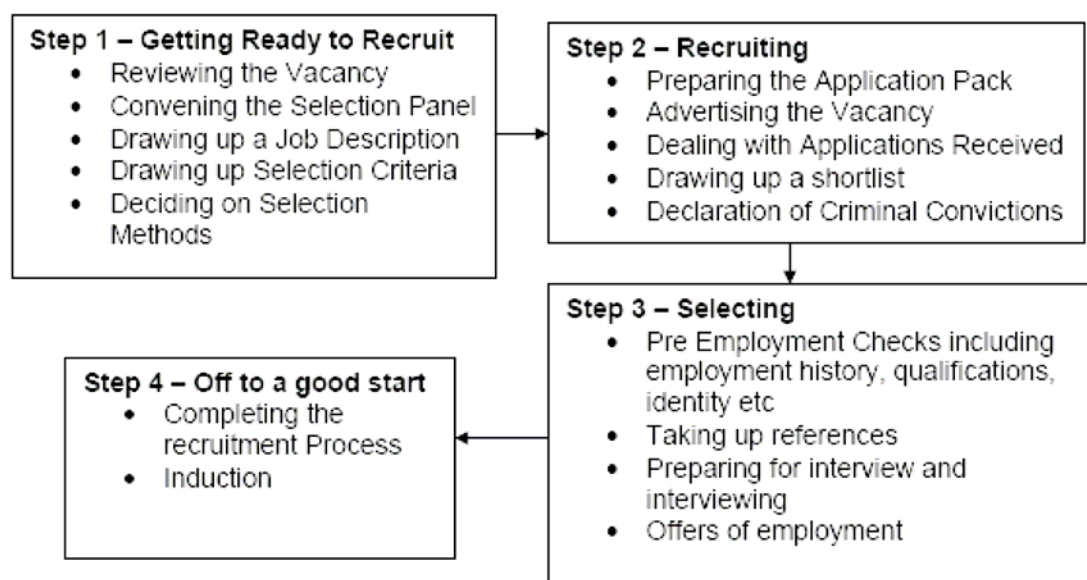
Safer Recruitment Policy

Brize Norton Primary School is committed to safeguarding and promoting the welfare of children and young people. This policy ensures compliance with guidance in the DCSF Guidance 2007 on Safeguarding Children and Safer Recruitment.

Key Elements of Safer Recruitment

- Consideration to safeguarding at every stage of the process; planning, advertising, interview and appointment.
- Ensuring the job description makes reference to the responsibility for safeguarding children and/or vulnerable adults.
- Ensuring the person specification includes reference to suitability to work with children or vulnerable adults.
- Obtaining and scrutinising all required information from applicants and ensuring that any gaps/anomalies are satisfactorily explained.
- Ensure receipt of independent professional references, which address specific questions. Ideally references to be accessed prior to interview.
- Face to face interview. Interview panel to have received appropriate training i.e. OCC Recruitment and Selection Training, NCSL On-line Recruitment Training (for schools), or supplementary Warner Interview in residential establishments.
- Verification of candidates identity (Photographic ID required).
- Verification of academic qualifications (and/or professional body status) (original copies required).
- Full check on employment/experience history. All gaps accounted for.
- Check on health/physical capacity to undertake role. Medical questionnaire.
- Enhanced CRB disclosure and or List 99/POCA/POVA on staff/volunteers.
- Permission to work in the UK documentation.
- CRB Disclosures and additional checks required for those who have lived abroad.

The Recruitment Process Flowchart



1. Getting Ready to Recruit

When a position becomes available within the school, this position will be reviewed as part of the schools staffing structure.

All interview panels will understand their role, and will include staff who have completed the Safer Recruitment training including at least one governor where a teacher is to be appointed.

A timetable will be decided for the appointment process ensuring sufficient time is given between each stage to enable a professional and thorough approach to be adopted.

The job description and person specification will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children.

Clear selection criteria will be written identifying attributes which are essential and desirable for the position to be advertised.

2. Recruiting

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Criminal Records Bureau (CRB) check. This will also be reflected in the information pack sent to all applicants. The application pack will include a copy of the schools safeguarding/child protection policy.

Appropriate Oxfordshire County Council Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Teachers will need to provide DfES number and GTC registration
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

Short listing of candidates will be completed by the interview panel using the job specification and selection criteria agreed. Candidates to be invited to interview will be contacted by telephone or email and in writing giving them details of the interview procedure. Details will be provided regarding the schools commitment to safeguarding children. Candidates are asked to bring with them evidence of their qualifications, documents for CRB and identity checks including proof of QTS status and GTC registration if appropriate.

3. Selecting

References will be sought for all short listed candidates prior to interview, using the proforma reference request forms. Job descriptions, person specifications and selection criteria are provided so that referees can comment on the individual's suitability for the specific post in question. All written references are followed up by a telephone call to verify the referee's identity and suitability. One of the references must be from the most recent employer. All references received by the school must be signed or countersigned

by the headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

Interviews are carried out by at least two interviewers (one governor included for teacher interviews) one of whom will have completed Safer Recruitment training. The interviewers will be the same people that short listed the applicants. All panel members will have met and agreed any issues or questions to address for each candidate. Interviews will be on a face to face basis and the same panel will see all the candidates for a post and carry out some pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. As well as seeking to confirm the candidate meets the job description and selection criteria, the interview will also seek to examine:

- The candidate's attitude towards children;
- The candidate's motivation to work with children;
- Their ability to form relationships and respect professional boundaries;
- Their emotional resilience in working with challenging behaviours and their attitudes in managing discipline and towards authority;
- The ability to support the agenda for safeguarding and promoting the welfare of children;
- Concerns or discrepancies arising from the information provided by the candidate or referees.

Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions. Interviews will normally involve a variety of tasks to assess each candidate's suitability.

4. Off to a Good Start

Following interviews, the panel will meet to agree any offer of appointment. Candidates are told that an offer of employment is conditional on satisfactory completion of pre-appointment checks where necessary and for non-teaching posts a probationary period. The successful candidate is contacted by telephone and any conditional offer is confirmed in writing within three days.

In addition to the checks already detailed, the school will ensure that a pre-employment health check is completed and returned to Occupational Health to advise if the person is physically fit enough to carry out the role, as well as obtaining a CRB Enhanced Disclosure where required. For teachers the school will verify successful completion of the statutory induction period, permission to work in the UK, QTS status and GTC registration. These will be completed before a person starts work, unless there are very exceptional circumstances. Where a member of staff is required to start work pending receipt of a CRB disclosure, the headteacher will ensure that a detailed risk assessment is completed and that the person is appropriately supervised.

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues.

- Initial pre-starting date visit

All new staff are given the opportunity to come and observe others in a similar role before starting their job with us. On this visit new appointees meet other staff and are shown key locations within the building. New appointees are given a school prospectus which provides an overview of the school and a school staff list.

- First day

New staff are welcomed to the school by the headteacher. They are given a copy of the staff handbook and key documents which relate to their role. They are given details of the school website which has further information. Each new member of staff is assigned a mentor – a current member of staff who can answer all questions and go through routines etc

- First week

All new staff will have a briefing covering the following policies and procedures:

- Safeguarding and welfare e.g. child protection, anti bullying, anti discrimination, physical intervention/restraint, intimate care, internet safety.
- Safe practice and standard of conduct and behaviour expected of staff and children.
- Discipline and grievance, capability and whistle-blowing.
- Confidentiality policy (new staff sign to confirm their agreement)

- First Month

All preliminary training needs are discussed and an induction plan is agreed.

- 3 month review

All new employee posts are subject to a satisfactory 3 month probationary period. The post is reviewed with all employees.

- Annual performance reviews

All staff have an annual performance review with the headteacher or line manager.

Ongoing Employment

Brize Norton Primary School 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. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.

This safer recruitment policy has been amended to comply with the Equality Act 2010.

Monitoring and Evaluation

The effectiveness of this policy will be monitored and evaluated in full on an annual basis seeking the views of new employees, the headteacher and governing body.

Policy adopted by Governor: 18th March 2010

Policy review: March 2011

Updated: November 2010

Policy review: November 2011

REFERENCE REQUESTS

PRO-FORMA LETTER TO REFEREES

Dear

Post Title:

..... has been shortlisted for the above post at this school and has given your name as referee.

I enclose a copy of the information supplied to candidates together with a referee questionnaire. I would be grateful if you would complete and return the attached referee questionnaire regarding’s suitability for this post, bearing in mind the attached information. In accordance with guidance on safeguarding children, please also comment on’s suitability to work with children. Interviews are being held on so a response by that date would be appreciated. Signed references may be faxed in confidence on (email.....).

May I take this opportunity to remind you that you have the responsibility to ensure the reference is accurate and does not contain any material misstatement or omission and that relevant factual content of the reference may be discussed with the applicant. Please note that employees have the right to see their personal files. Your reference may, therefore, be seen by the applicant if appointed.

I would like to take this opportunity of thanking you in advance for your assistance. If you have any queries, please contact on

Yours sincerely

.....
Headteacher

REFERENCE REQUEST FORM
Children Safer Recruitment (*Please answer all questions*)

Name of applicant:	
Post applied for:	
Post Reference number:	
Name of Referee:	

PART A

1. Your relationship to the applicant (e.g. employer, line manager etc)?
2. How long have you known the applicant?
3. Please assess the candidate in respect of the following:
 - a) Reliability Very good Good Average Poor
 - b) Initiative Very good Good Average Poor
 - c) Interpersonal Skills Very good Good Average Poor
 - d) Conscientiousness Very good Good Average Poor

Additional comments (if necessary):

4. Have you ever had any reason to doubt the candidate's honesty or trustworthiness? Yes / No
If yes, please give reasons:

If the candidate is known to you as an employee please complete Part B . If not please go directly to Part C .
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PART B

1. Please confirm the candidate's period of employment with your organisation:
From (day/month/year) to
If employment has ended, please state reason
2. Please give the candidate's current or last job title within your organisation together with a brief outline of the candidate's duties with your organisation (or attach an up to date job description)

Job Title:

Job Duties:

3. If the applicant has left your employment, please state the reason:
4. What was the final salary when applicant left your employment? :
5. Would you re-employ the applicant? :
6. Are you aware of any reasons why the applicant may not be suitable for a post where he/she will come into contact with children? Yes / No
If yes, please give details:
7. a) Is the candidate currently the subject of any form of disciplinary or probation inquiry or warning, or was the candidate the subject of any such inquiry or warning on leaving your employment? Yes / No
If yes, please give details:

b) Please provide details of any disciplinary procedures the applicant has been subject to, involving issues related to safety and welfare of children, including any in which the sanction has expired.
If yes, please give details:

c) Please provide details of any allegations or concerns that have been raised about the applicant that relate to the safety, welfare of children or young people or behaviours towards children or young people. The outcome, eg whether the allegations or concerns were investigated, the conclusion reached and how the matter was resolved.

If yes, please give details:

PART C

1. Please enclose a statement giving your opinion of the applicant's suitability or otherwise for this post. It would be particularly helpful if you could give some indications of strengths and weaknesses in relation to the post details.
2. Has the candidate, to your knowledge, every been convicted of any offence or received a caution, warning or reprimand (this post is exempt from the provisions of the Rehabilitation of Offenders act 1974)?* Yes / No

If yes, please give details:

(*Rehabilitation of Offenders Act 1974. In writing this reference, please note that the post for which the candidate is applying is exempt from Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Orders 1975. It is not therefore in any way contrary to the Act to reveal any information you may have concerning convictions, which would otherwise be considered "spent" in relation to the application, and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strictest confidence and used only in consideration of the suitability of this applicant for a position where such an exception is appropriate).

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- ✓ I understand that this completed questionnaire will be held on file by Oxfordshire County Council
 - ✓ I understand that County Council employees have the right to access their personal files (including references) under the Data Protection Act.

Referee's signature	Date:
Name and position:	Official Stamp (or please attach a compliment slip)
In the event of any queries, please provide your contact details:	Tel No: Email address:

SAFER RECRUITMENT IN SCHOOLS – SELECTION CHECKLIST

STEP 1	Initials	Date
<u>Planning:</u> Selection panel chosen and responsibilities agreed Timetable decided: job description and specification with selection criteria agreed along with other documentation to be updated. Job description to include information about safeguarding responsibilities.		
STEP 2		
<u>Vacancy advertised:</u> Advertisement includes reference to safeguarding policy i.e. statement of commitment to safeguarding and promoting welfare of children, and the need for successful applicant to be CRB checked. Application packs prepared and sent to applicants. Relevant OCC application forms used.		
<u>Applications on receipt:</u> Scrutinised – any discrepancies/anomalies/gaps in employment, to explore if candidate is considered for short listing.		
<u>Short listing:</u> Selection panel short lists applicants using job description, person specification and selection criteria as well as suitability to work with children.		
STEP 3		
<u>References seeking:</u> References sought for all short listed candidates. Use of proforma, job description and selection criteria. Last or most recent employer checked as first referee.		
<u>References – on receipt:</u> Follow reference with a telephone call to check referees identity and suitability. Check against information on applications. Scrutinise any discrepancies and note any issues to take up at interview.		
<u>Invitation to interview:</u> Includes all relevant information and instructions – reminder to ask interviewees to bring evidence of qualifications, CRB, identity checks, QTS status and GTS membership (if appropriate)		
<u>Interview arrangements:</u> At least 2 interviewers: one governor for teacher appointments, one member to have completed safer recruitment training. Panel to have met and agreed issues and questions.		
<u>Interview:</u> Explore interviewees' suitability for working with children as well as for the post.		
<u>Note:</u> Identity and qualification of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and kept on file; where appropriate completed application for CRB disclosure.		

STEP 4		
<p><u>Conditional Offer of Employment</u> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks where necessary and for non-teaching posts a probationary period.</p> <p>References Identity Qualifications Permission to work in the UK CRB List 99 Health GTC England QTS Statutory Induction</p> <p>Letter sent to successful and non-successful candidates/interviewees within 3 days of interview</p>		
<p><u>Start Date</u> Decide whether risk assessment and supervisory arrangements need to be made for a pending CRB disclosure (only in emergency situations)</p>		

PRE OFFER CHECKLIST

Appointing Officer / Headteacher to complete and return to appropriate Human Resources Section

PLEASE COMPLETE ONE FORM FOR EACH SUCCESSFUL CANDIDATE

Post Title: Post Number:

Points to Check as part of the Interview Process	Date Check Completed
Check application forms for gaps in the candidates employment history and seek explanation of any gaps identified. Record all explanations on interview assessment form.	
Check references to ensure that one is from the current or last employer. Read the references thoroughly & clarify any issues with candidates where information does not match with application. Contact HR Recruitment with any queries.	
Verbal Validation of Referees. Ideally the appointing Manager should validate referees of successful candidate by telephone, i.e. phone originating organisation who issued the reference and check the person who wrote the reference is/was the candidates line manager and the information contained on the reference is factually correct. Good practice for all agencies but essential for meeting the requirements for National Minimum Standards for Children and Families, Home Support, Supported Living and Adult Placement Services.	
Qualifications: Check candidates relevant qualifications - ensuring names on qualifications are appropriate. Please also check proof of professional registration (if applicable). If the person has changed their name by deed poll, marriage, adoption or statutory declaration they should bring evidence of such change. For teachers GTC registration is not sufficient, DfES numbers and proof of QTS should also be sought. Copy, sign, date & return to HR Assistant.	
Identity: Verify on day on interview by scrutiny of original documents, copies of documents taken and placed on file.	
Asylum & Immigration: ALL STAFF Check Identification and permission to work documents – copy, sign, date and return to HR Assistant in a sealed envelope with your interview pack (where appropriate) see Appendix 6 for details on checks on overseas staff.	
For Posts that require CRB Checks Check CRB Identification documents – copy, sign, date and return to HR Assistant in a sealed envelope with your interview pack (where appropriate).	
Check Candidate's driving licence (if applicable). Copy, sign, date & return to HR Assistant.	
Health Clearance: Explain that contracts & offers are subject to occupational health clearance. Ask candidate of any health issues they would like to make you aware of. Record on interview assessment sheet.	
Household: Check to see on application form if someone in their household or family is an employee or Councillor of Oxfordshire County Council. If yes you relative must not be involved in recruitment process.	
Warner Interview: Confirm candidates undergone satisfactory Warner Interview (Children's Homes only)	
Interview Assessment Forms have been completed for each candidate.	
If the post is exempt from Rehabilitation of Offenders Act and there are convictions declared, is a risk assessment necessary? See Appendix 1	

GUIDELINES FOR MANAGERS: VERIFICATION OF ID FOR CRB DISCLOSURE AND ASYLUM AND IMMIGRATION ACT REQUIREMENTS

Example questions designed to examine an interviewee's attitude towards safeguarding children

- What attracted you to this post?
- How do you think your own childhood may have influenced your own practice?
- What motivates young people?
- Tell us about your interest outside work?
- What do you think are the professional challenges facing social workers etc. today?
- Give an example of where you have had to deal with bullying behaviour between children? What did you do? What made it successful? How could you have dealt with it differently?
- Young people can develop 'crushes'. How would you deal with this?
- What would you do if you were concerned about a colleague's behaviour towards children?
- Give an example of how you have managed poor child behaviour?
- Give an example of how you have responded to challenging behaviour. How did it affect you emotionally? How did you cope with the aftermath?
- When do you think it is appropriate to physically intervene in a situation involving young people?
- What makes a service a safe and caring place?
- What policies are important to support a safe environment?
- What are staff's responsibilities in protecting children?
- Give examples of what you would consider to be appropriate and inappropriate behaviour between / towards staff and child?
- Have allegations ever been made about you at work? What were the circumstances? What was the outcome? What did you learn from this?

Other questions you could ask are:

1. Tell us what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise? Who did you talk to? What were the results?
2. Give me an example of when you have had safeguarding concerns about a child? What did you do? Who did you involve? What was the outcome?
3. Tell us about the situation which you felt fell short of safeguarding standards. How did it arise? Who did you speak to? What actions did you take?
4. Tell us about how you have dealt with a child with 'difficulties'?

Don't forget follow up questions