# F:\Harrowbarrow-Logo-Blue-LowRes.jpgHARROWBARROW SCHOOL

Recruitment Policy 2015/16

**Introduction**

To comply with the duty to safeguard and promote the welfare of children, young people and vulnerable adults, Harrowbarrow School has adopted consistent, fair and thorough employment practices and processes that aim to deter, reject or identify people who might abuse children, young people or vulnerable adults and, to ensure that those recruited are suitable to work within Harrowbarrow School.

As an organisation working with children we operate recruitment practices ‘that take account of the need to safeguard and promote the welfare of children’ (Working Together to Safeguard Children DfE 2006). This policy has been developed in accordance with the DfE guidance ‘Keeping Children Safe in Education 2014 and [Safeguarding Children and Safer Recruitment in Education (DfE 2007](https://www.education.gov.uk/publications/standard/publicationDetail/Page1/DFES-04217-2006)).

**Principles**

Principles of the Safer Recruitment and Safe Employment Practice:

* The welfare of children is paramount;
* The school should demonstrate its commitment to safeguarding and promoting the welfare of children at all stages of the recruitment and selection process;
* The same safer recruitment standards should apply when appointing anyone who works at Harrowbarrow School and not just to those working directly with them, as they are likely to be perceived by children, vulnerable adults and others as a safe and trustworthy adult;
* Designated senior staff and governors involved in the recruitment and selection of adults to work with children, will undertake safer recruitment training such as that offered by an LCSB approved provider.
* It is important to plan the recruitment process from the outset, so that there is enough time at each stage to enable the process to be managed fairly and thoroughly;
* These standards and guidance comply with local guidance from Cornwall Council.
* Safer recruitment should be seen as part of a culture of ongoing vigilance where safer working practices are used by supported and well-trained staff. Adults working with children will be clear about appropriate and inappropriate practice and are able to raise concerns when these arise.

**Equality of Opportunity**

This policy aims to ensure fair recruitment and selection of all staff by:

* Advertising for all posts, either through the school’s internal systems, externally, or by both means
* Using selection processes based on the fair assessment of the knowledge, skills and experience required for vacancies
* Ensuring that at least two members of staff or governors are involved at each stage of the recruitment process
* Ensuring all relevant equalities legislation are adhered to and that candidates for employment are not discriminated against on the grounds of age, disability, gender reassignment, marriage or civil partnership, maternity or pregnancy, race (including nationality and ethnicity), religion or belief, sex and sexual orientation

To achieve this aim, all employees of the school who are responsible for any part of the recruitment process will demonstrate a professional approach by dealing honestly and fairly with all internal and external applicants.

The school will make any reasonable adjustment to the recruitment process if an applicant makes the school aware that they have a disability (Part of the commitment is that job applicants who consider themselves to have a disability and who meet the minimum (essential) criteria for a post must be given the opportunity to attend an interview).

**Advertising Positions**

When any vacancy is created or an opportunity to create any new post arises, a review process will take place before the recruitment process begins so that there is clarity regarding the nature and cost of the post under consideration. The headteacher will undertake the review and will take advice from the Finance, Staffing & Audit Committee of the Governing Body. During the review, the following questions will be considered:

* Does the post need to be filled, or is there an opportunity to reorganise or restructure to better meet the school’s needs?
* Could the duties be covered as an acting arrangement?
* In the case of a vacancy, has the job changed since it was first created and, if so, what actions need to be taken to deal with the changes?
* Are there going to be future changes to the job and, if so, how can these be incorporated into the job design?
* Are there any budgetary considerations?

Where appropriate, a job evaluation will be undertaken, using advice from Cornwall Council’s Human Resources department, before the recruitment process begins.

Having considered all of the options for filling the vacancy, the planning of the recruitment and selection process can begin using the ‘Safer Recruitment and Checklist Process for Schools’ document (appendix 1).

When advertising positions at the school the following statement shall always be used within the advert: ‘Harrowbarrow School is committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal record disclosure’.

All applicants will receive a pack containing the following when applying for a post:

* application form (standard version) – DO NOT ACCEPT CVs WITHOUT A COMPLETED APPLICATION FORM;
* job description and person specification (a safeguarding clause should be included in each);
* Equal Opportunities Monitoring Form;
* Eligibility to work in the UK information;
* Relevant information about the school;
* A ‘Declaration of Criminal Convictions’ form.

**Declaration of Criminal Convictions**

In applying for any position at Harrowbarrow School a CRB disclosure **must** be undertaken by applicants.  Applicants will be asked to provide information concerning any criminal convictions, cautions, reprimands or warnings, including those that are spent, as part of the application process.  This is done by sending a ‘[Declaration of Criminal Convictions](https://www.cornwall.gov.uk/school-messenger-home/services-for-schools/hr-employee-relations/guidance-notes-for-safe-recruitment-practice/declaration-of-criminal-convictions/IDOC%7C%7B2ad1e30d-9d19-41ff-afe2-b9ad72d2b786%7D,-1,1193%7C)’ form to job applicants (part of the application form) with the application pack.  This form also gives information to job applicants concerning the necessity for a criminal record check to be undertaken through the CRB before being appointed to the post.

**Shortlisting**

At least one member of the selection panel for every post will have successfully completed training in safer recruitment.

Prior to shortlisting, each member of the selection panel will be provided with a shortlisting pack that will include a job description, a person specification, application forms and a shortlisting assessment form (appendix 2).

Candidates will be shortlisted against the person specification for the post and, if selected, will be sent a letter of invite to interview, including a request to bring to interview original qualification certificates and identification; and make reference to any tests/presentations/ days agenda and location map.

After shortlisting the panel should consider the Declaration of Criminal Convictions self-disclosure, which is part of the application form. To avoid a breach of the Home Office and DfE guidance about employing people with convictions, this information must be considered after the initial shortlist. The panel are reminded that, similar to the other personal details information on the form (i.e. the age and sex of the applicant) this information must be dealt with in a non-discriminatory way. It is advisable to record the decision on the shortlisting proforma (appendix 3). Further advice and guidance on the recruitment of ex-offenders, contact HR Safeguarding Team on 01872 324130.

**References**

At least two references, one of which must be from the applicant’s current or most recent employer, will be taken up before the interview stage so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee and, where necessary, referees will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children
* Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and people
* The candidate’s suitability for the post

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

**The interview process**

There will be no less than at least two interviewers. The school will use a prepared and structured set of questions for each candidate, to measure the applicant’s suitability to meet the requirements of the person specification to include exploring applicant’s suitability to work with children and/or vulnerable adults. Along with specific questions for individuals related to the information provided on their application form or from any information provided on the self-declaration of criminal convictions, i.e. any gaps in employment history or anomalies that the panel may wish to explore.

Each panel member will be provided with an interview pack prior to the interviews, to include - job description, person specification, interview assessment form, copies of application forms, interview programme/timetable, Pre-Employment Information Form. The panel should have access to and be familiar with the Equal Opportunities Policy and Disability Employment Policy via <http://www.cornwall.gov.uk/school-messenger-home/services-for-schools/hr-safeguarding/equal-opportunities-policy-and-disability-employment-policy/> Each member will receive a set of interview questions, of which at least one should explore the applicants attitude towards children and child protection. Some example questions:

* Have you ever felt uncomfortable about a colleague’s behaviour towards children in a previous job? What were your concerns, what did you do and how was the issue resolved?
* Safeguarding children is an important part of our work. Can you give me some examples of how you would contribute to making the organisation a safer environment for children?
* Tell me about a time when a child or young person behaved in a way that caused you concern. How did you deal with that? Who else did you involve?
* Why do you want to work with children? What do you think you have to offer? Give an example of how children have benefited from contact with you.
* Bullying is often a serious issue that has to be dealt with in all areas of work with children. In your experience what is the best way to deal with it? How did your previous organisation tackle the problem?

The chair of the interview panel should ensure that at least one member of the interview panel has a Safer Recruitment Training certificate; brief the panel on equal opportunities and disability employment policies, recording procedure, questions agreed as above, candidate feedback procedure. During the interview process, the panel will take the opportunity to explore the applicant’s responses to questions.

The panel should check the applicant’s identity documents, original qualification certificates, professional status (if relevant) and eligibility to work in the UK (for **all** candidates),the outcome of these checks should be recorded on the Pre-Employment Information Form (available via <http://www.cornwall.gov.uk/school-messenger-home/services-for-schools/hr-employee-relations/recruitment-in-schools/>) for the purposes of criminal record checking and completing the SCR. *Photocopies of qualifications and work permit documents MUST be taken.*

**Post interview process**

The successful candidate can initially be offered the position verbally, followed by a written formal offer. A conditional offer may be made subject to pre-employment checks.

A successful applicant **must not** start work if the following checks have not been received/undertaken – this information should be recorded on the school’s Single Central Record:

* DBS Children’s Barred List (formerly List 99) check (this is included in the DBS check, however when the DBS check has not been received a separate DBS Children’s Barred List can be undertaken via HR Safeguarding on 01872 324130 or [HRSafeguardingteam@cornwall.gov.uk](mailto:HRSafeguardingteam@cornwall.gov.uk)
* DBS check via the on-line e-Bulk process. If the applicant does not have a valid DBS disclosure (unless it is a Cornwall Council DBS or the applicant is registered with the DBS Update Service) or has a break in service of 3 months or more.
* For those applicants who have worked outside of the UK for 3 months or more in the preceeding 5 years, the school need to obtain a DBS check AND a certificate of good conduct from the police force of the country where they previously lived. Any queries on this contact the [hrsafeguardingteam@cornwall.gov.uk](mailto:hrsafeguardingteam@cornwall.gov.uk) / tel no. 01872 324130.
* Proof of identity including DoB and address, e.g. passport, driving licence and utility bills.
* Professional Status and any legally required qualification, e.g. QTS and Teaching Agency registration – the school will only recruit teachers who have QTS status. Photocopies should be taken and signed to confirm original copies have been seen.
* Prohibition from teaching check. A person who is prohibited from teaching must not be appointed as a teacher.
* Childcare disqualification requirements. As per the guidance above there is a requirement on schools to ask applicants whether they meet the disqualification criteria. If an individual declares anything which disqualifies them from working with children (either about themselves or by association) then the individual will need to be granted a waiver by Ofsted before a school can consider allowing them to start work.
* Proof of eligibility to work in the UK – **for all candidates** – the required documents should be photocopied and retained, and signed to confirm original copies have been seen – required by the Border Agency.
* References – at least two references should be sought for all shortlisted candidates. In order to comply with the Equalities Act 2010 information relating to health status and absences should not be sought on a reference prior to a conditional offer of employment.
* Medical Screening - the successful candidate should be sent the HAQ1 (health declaration) form once the school have completed section 1.

In addition, the school will ensure the following procedures are implemented before the successful candidate commences employment:

* Completion of an electronic New Starter Form for Teachers or New Starter Form for Support Staff via [www.btcornwall.net](http://www.btcornwall.net) so that the employee can be set up on the payroll system and a Statement of Particulars of Employment prepared.
* For school support posts, consider the relevance of using a probationary clause and include on the EP1 form.
* Arrange school induction (including Child Protection training) and ensure all relevant information is recorded on the school’s Single Central Record and any review dates, e.g. for a work permit are monitored and up-dates are recorded.

Documents for the successful candidate should be placed on their personnel file (e.g. signed copies of the evidence of the Right to work in the UK and qualifications, application form, 2 references, shortlisting and interview paperwork). Documents for the unsuccessful applicants should be retained for 6 months and then destroyed.

**Induction**

All staff and volunteers who are new to the school will receive the school’s Child Protection and Safeguarding policy, information relating to safeguarding procedures and guidance on safe working practices as part of their induction training; this will include Tier 1 Safeguarding Training and part one of ‘Keeping Children Safe in Education’. A copy of the Staff Handbook and Code of Conduct for staff will shared at an initial induction meeting with the headteacher. Staff will be expected to be familiar with the following policies:

* Whistleblowing policy
* Child Protection and Safeguarding policy
* Staff Disciplinary policy
* Social media and e-safety policies

Newly appointed staff will undergo a period of monitoring and will:

* Meet termly with their induction tutor (for NQTs)
* Meet regularly with their identified mentor
* Attend any appropriate training, including Tier 2 Safeguarding Training, which will be available annually

Supply staff

The school will normally only use existing members of staff to provide supply cover.

In the event the school has to use agency staff, we will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. The school will carry out identity checks when the individual arrives at school.

Casual staff, peripatetic staff and volunteers

The school will undertake an enhanced DBS check for those staff working in a regulated situation (for definition of regulated activity see Keeping Children Safe in Education, DfE April 2014). If the applicant has subscribed to it and gives permission, the school may undertake an online update check through the DBS Update Service.

For visiting professionals e.g. Ed. Psychs, OTs, who do have unsupervised regular access to children and young people, their 'providing' organisation should request the DBS check. The school will seek written confirmation from the providing organisation that appropriate checks, including DBS checks, have been carried out and by whom and to confirm the identity of these visitors.

The school will ensure that all peripatetic staff and volunteers receive Tier 1 Safeguarding Training on induction and Tier 2 Safeguarding Training when it is available; this will be provided on an annual basis.

All casual staff, peripatetic staff and volunteers will be asked to undertake a Safeguarding Declaration on starting at the school and then annually to see if they meet the disqualification criteria. If an individual declares anything which disqualifies them from working with children (either about themselves or by association) then the individual will need to be granted a waiver by Ofsted before a school can consider allowing them to start or continue work.

**This policy was adopted by the Governing Body in March 2015 and will be reviewed in March 2016**

**Signed ………………………………………………….**

**Dated ……………………..**