



## PRESTWICH ARTS COLLEGE

### Statement of Policy on Safer Recruitment

#### **RATIONALE**

This policy outlines our commitment to safeguarding and promoting the welfare of children who are pupils at the school, by ensuring we provide a safe environment for them to learn in an educational setting. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This policy document applies to the whole school. To achieve this we have implemented systems designed to prevent unsuitable people working with our pupils. These systems are designed to comply with the guidance given by the DfE as defined in 'Keeping Children Safe in Education September 2016' in conjunction with 'Working Together to Safeguard Children 2015' and form an element of Prestwich Arts College's Safeguarding policy and other related policies to which reference should also be made.

In order to achieve this, the College operates safe recruitment procedures which ensure that all required checks are carried out on staff and volunteers who work with children. Prestwich Arts College is an Equal Opportunities employer and recruitment procedures will be carried out regardless of age, ability, status, gender, sexual orientation or ethnic group and with due regard to any medical or other disability. In compiling this policy document the school has followed the guidance and recommendations contained within the "Working Towards equality and Diversity Code of Conduct for Recruitment and Selection, published by Bury MBC.

The Board of Governors undertakes an annual review of the College's policies and procedures relating to safeguarding to ensure that the specified duties have been carried out with regard to safer recruitment.

#### **AIMS**

The purpose of recruitment, selection and pre-employment vetting procedures is to help deter, reject or identify people who might abuse or be a risk to a student at Prestwich Arts College. This will be based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

The aims of the school's recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applications are considered equally and consistently
- To ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age
- To ensure compliance with all relevant legislation, recommendations and guidance, including "Keeping Children Safe in Education, The Prevent duty Guidance and/or code of practice published by the Disclosure and Barring Service
- To ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people.

**Regulated Activity** of a person is defined as (See Schedule 4 of the Safeguarding Vulnerable Groups Act 2006):

- responsible on a regular basis at Prestwich Arts College, for teaching, training, instructing, caring for or supervising children;

OR

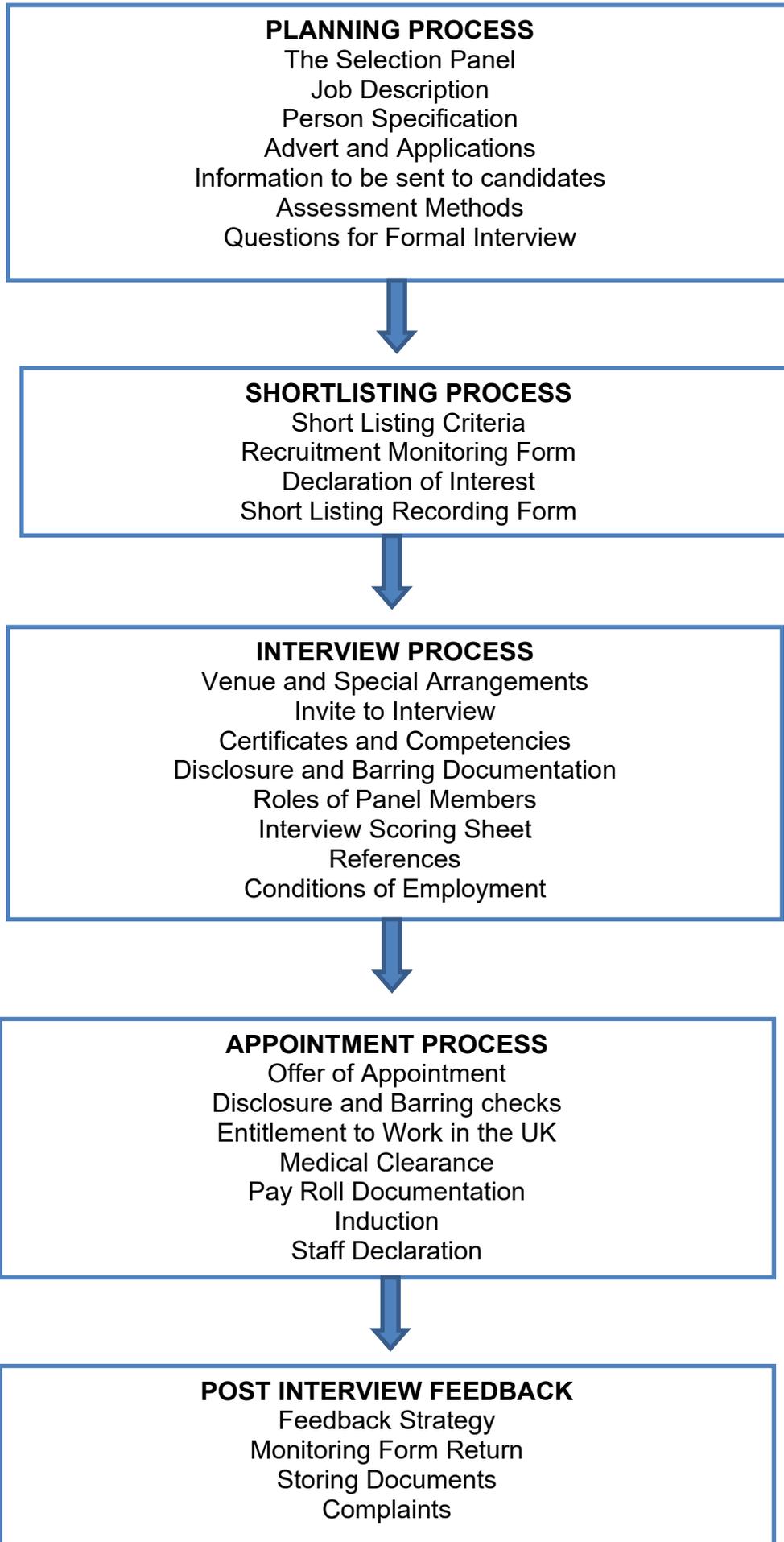
- carry out paid, or unsupervised unpaid work, work regularly at Prestwich Arts College where that work provides an opportunity for contact with children;

OR

- engage in intimate or personal care or overnight activity, even if this happens only once

## PRACTICES

### SAFER RECRUITMENT PROCESS FLOWCHART



## **PLANNING PROCESS**

### **Selection Panel**

For each vacancy a Selection Panel will be identified. At least one member of the Selection Panel must have undertaken Safer Recruitment training as required by The School Staffing (England) Regulations 2009. The membership of the selection panel may vary dependent upon the post being recruited, however a minimum (3) will consist of:

- the member of staff with direct responsibility for the post,
- a nominated member of staff who has undertaken Safer Recruitment Training
- one other member of staff with a vested interest in the post being filled e.g. second in department, senior technician, associate manager or a governor.

All members of the panel will have input into the process.

### **Job Description**

When a vacancy arises consideration will be given to the organisational needs of the school and a job description will be drawn up outlining the specific roles and responsibilities required. Consideration will be given to the existing post and whether changes need to be made to the role, responsibilities and the number of hours allocated to the post. If significant changes are to be made or if the post is a new post, the job description (along with the associated person specification) will be sent to HR for evaluation under the National Joint Evaluation Scheme. Any special conditions of service must be included in the Job Description and in the case of teaching staff reference will be made to adherence Teaching Standards. Expectations in relation to Safeguarding Children and Keeping Children Safe in Education are contained and be detailed within all job descriptions.

### **Person Specification**

The person specification will outline the skills, knowledge, experience and qualifications required to fulfil the role. As the person specification is the document which subsequent questions/evidence/scoring will be based, careful consideration will be given to ensure that subjective traits are not included in the Person Specification e.g. personality, length of service etc. these are not measure of ability to do the job. The criteria outlined in the person specification will ensure that criteria reflect the duties of the post and can be clearly evidenced at interview or application stage. Person Specification will be carefully constructed to ensure that there is no discrimination against disability and consideration will be given to reasonable adjustments under the Disability Discrimination Act.

### **Advert and Applications**

The Advert will summarise the main requirements of the post, which are contained in the job description and person specification in an objective and factual manner. The Advert will also contain:

- Salary grade
- Qualification, experience, knowledge, skills and abilities required
- How to apply and the closing date

CV's alone will not be accepted as a form of application, the Local Authority Application Form will be the only acceptable form of application. All returned applications should be signed by the candidate; if the form is returned electronically, confirmation of ownership and subsequent signature will be sought at interview stage.

A clear statement outlining the school's commitment of Safeguarding Children and Keeping Children Safe in Education will appear on all adverts.

When selecting the media for advertising, the panel will consider their cost effectiveness and previous response to advertisements. When considering the media for advertising consideration will be given to ensuring that all sections of the community have fair and equal access to information about services.

For internal advertisements, all sections of the school community will have fair access to application and information.

### **Information to be sent to Candidates**

Along with the Job Description and Person Specification the following documents will be sent to potential candidates:

- The School Code of Conduct
- Part One of Keeping Children Safe in Education (September 2016)
- Statement of Policy on Safeguarding
- In the case of associate staff, a copy of the Associate Standards will also be issued.
- In some instances, a summary of the function and make up of a faculty/department may also be sent to candidates.
- Methods of assessment for interview

### **Assessment Methods**

The Recruitment Panel will also consider methods of assessment. A selection test will measure an individual's ability to carry out or train for the duties of the job in question. The panel will ensure that acceptable levels of attainment (from a test) are agreed and clear criteria applied to ensure fairness. Selection test scores are included in the overall scoring process. Examples of Assessment Methods could include:

- Lesson Observations

- Presentations
- Group Exercises
- Written Exercises
- Aptitude/ability tests

## **Questions for Formal Interview**

Having agreed the Job Description and Person Specification the panel will then draw up a set of questions which will be designed to explore, in more depth, information which has already been given on the application form. Questions will be designed to gather sufficient information to fairly assess the candidate against the selection criteria defined on the person specification.

Questioning techniques will be:

- Open questioning
- Hypothetical / scenario based
- Probing

Questioning techniques will NOT be:

- Closed questioning
- Leading
- Multiple Choice
- Discriminatory
- Personal

There will ALWAYS be a question related to safeguarding of children and this/these will be structured to ascertain the attitudes and motives to work with children. It will also give an insight into whether the applicant has read and understood the school Code of Conduct and Part One of Keeping Children Safe in Education.

## **THE SHORTLISTING PROCESS**

### **Short Listing Criteria**

Application forms and proceedings of interviews are strictly confidential and panel members should treat information on applications as strictly confidential.

At point of shortlisting, the panel will not have access to candidate's personal details, at this point candidates will only be identified by a reference number; this is to ensure any potential for discrimination is reduced. When shortlisting panel members should be looking for the following points:

- Applications should be completed in full, there should be no gaps
- Applications should be signed
- Does the candidate have the required qualifications, as stated in the Person Specification
- Gaps in employment or history
- Any discrepancies or inconsistencies

### **Recruitment Monitoring Form**

A recruitment monitoring form is used to record why candidates have been selected for interview and a reason why others have not. This should be re-visited again after interview to record the reasons for the successful appointment and those who were not successful.

### **Declaration of Interest**

If a panel member knows at this stage that someone they are related to, or whom they know personally, has applied for the job they must declare this and a decision will be taken as to whether they should continue as a panel member. No-one is permitted to shortlist or interview a member of their own family and any panel member who feels that their knowledge of a candidate would compromise their objectivity must withdraw from the process.

### **Short Listing Recording Form**

A shortlisting recording form is used to score the applications and select candidates for interview. All details listed in the Person Specification form the selection criteria. Each member of the selection panel completes the Short Listing Recording Form and then compare their scoring to arrive at agreement of candidates to interview. These scores are included in the overall scoring process for final appointment. A tick is put against each of the criteria met for each candidate. It is not sufficient to tick where a candidate has merely stated that they met the criteria; examples should be given to evidence competency.

## **INTERVIEW PROCESS**

### **Venue and Special Arrangements**

Careful consideration is given to providing adequate facilities to conduct interviews fairly and without interruption. This will include any provision for those candidates with disabilities. It is normal practice for candidates to be given

a tour of the school, usually accompanied by selected students; this practice is a way for candidates to “get a feel for the school” and to ask questions from a student perspective.

## **Invite to Interview**

Candidates will be informed by letter/email that they have been invited to interview. The invite to interview letter will include the following information:

- Date and Time
- Job Title
- Venue with address, telephone contact number
- Structure for the day including any other assessment media other than the formal interview questions

At this point candidates will be asked to inform the school of any special requirements required for them to fairly take part in the interview process.

Candidates will be asked to contact the school to confirm attendance at interview

## **Certificates and Competencies**

In the letter of invite candidates will be asked to bring with them evidence of any essential qualification or accreditation in relation to competencies required for the post.

## **Disclosure and Barring Documentation**

In the letter of invite candidates will be asked to bring with them evidence of identity, evidence of place of residence and evidence of entitlement to work in the UK. A check list of what is required is sent out with the letter of invite. Photocopies are taken of these documents, at point of arrival, and all documentation in relation to unsuccessful candidates are shredded at the point of acceptance by the appointed candidate.

## **Roles of Panel Members**

Each panel member will be assigned questions from those agreed at the planning stage. The lead panel member will explain the format and candidates will be informed that note taking will take place throughout the interview; this will facilitate both the decision making process and feedback to candidates both for the successful candidate and the unsuccessful candidates. In the interests of equality and fairness it is not permissible for candidates to bring their own notes into the formal interview process. This will be communicated to the candidates before the formal interview begins. At the end of the interview candidates will be afforded the opportunity to add anything which they feel has not been covered or to ask any questions they may have.

## **Interview Scoring Sheet**

An interview scoring sheet will be used for every interview. Each question will have a weighting applied ranked in the order of importance high (3), Medium (2) and Low (1). Each question will be scored on a 1 to 4 ranking (4 Excellent, 3 Good, 2 Satisfactory, 1 Poor). For each question the score will be multiplied by the weighting to give the final score for each question. A benchmark will be set at the planning stage to ensure a required minimum meets the needs of the organisation and a quality appointment is made. Panel members will score independently using the scores, weighting and benchmarks set. If no candidate reaches the benchmark then the school will not appoint.

At the end of the formal interview process the panel must confer and agree a consensus score, all aspect of the interview process will be taken into account when reaching the final scoring e.g.

- The Shortlisting Scores
- Any task/tasks set for the interview
- The Formal Interview

The candidate with the highest score will be the one who is selected for appointment, unless they have failed to reach a minimum score against one or more criteria as previously agreed. If two or more candidates reach a joint highest score then the panel should examine each candidate's total scores for the highly weighted criteria.

## **References**

Written references will be obtained for all candidates shortlisted for interview, including internal candidates. References will be scrutinised prior to offer of employment. The school would always seek to secure a reference for the present or last employer, the second referee can be at the candidate's discretion but each case must be considered on its own merits. Every request will ask the referee to state whether they are aware of anything that might give rise for concern about the person's suitability to work with children and, if so, to provide details e.g. allegations, disciplinary action including any in which sanctions have been imposed and have now expired. Such disclosures may not necessarily prevent a candidate from continuing with the recruitment process, but may offer the opportunity to discuss and explore and areas for concern further. To ensure the referee is testifying to the knowledge, skills and competencies which are required for the post a copy of the Job Description and Person Specification will be sent with the reference request letter.

All references will be verified for source (the author) and accuracy of content, and checked against the application form for any discrepancies or inconsistencies. Any doubts for issues will be followed up and explored with the referee.

## **Conditions of Employment**

At the end of the interview questioning the conditions of employment should be revisited to ensure that each candidate is fully aware of all pay and conditions. At this point the candidate should be asked if they are still interested in being considered for selection. At this point contact details should be checked with the candidates.

## **APPOINTMENT PROCESS**

### **Offer of Appointment**

Once the decision has been reached by the selection panel, both successful and unsuccessful candidates will be informed as soon as possible.

The panel will make a verbal offer to the successful candidate and follow this up in writing. All appointments will be conditional on the following confirmation.

- Disclosure and Barring Check
- Entitlement to Work in the UK
- Medical Clearance
- Receipt and verification of two references
- School Code of Conduct Signed

No candidate shall commence employment until all of the above checks have been undertaken and carefully scrutinised. A potential start date will be identified at this point of the process.

### **Disclosure and Barring Check Enhanced (includes**

The school encourages all staff to register for the DBS update service as this facilitates a speedier checking system. All employees of the school are required to have Enhanced DBS clearance which includes,

- Criminal Record Check
- A Barred List Check
- A Prohibition for Teaching Check

The school's Senior Business & Resource Officer (with specialism in HR) is responsible for administering all documentation in relation to safe recruitment and will ensure that three pieces of evidence are provided to confirm the identity of the individual, one of which will confirm the home address. A Rehabilitation of Offenders Act Form is also required at this point in the recruitment process.

### **Entitlement to Work in the UK**

Documented evidence of this entitlement is checked as part of the process outlined above. For overseas appointments a Letter of Good Conduct is secured from the relevant Embassy.

### **Medical Clearance**

For all appointments medical clearance is required and where appropriate a referral to Occupational Health is made to ensure the school can support any reasonable adjustments that may be required under the provisions of the Equality Act 2010.

### **Pay Role Documentation**

In order to set up a new appointment on the authority's pay roll the following documents are required at this stage:

- Completion of Bank Credit Form
- P45 OR Employee Checklist Form

### **Induction**

A full induction package is provided for every new employee. Headings covered come under three headings:

#### **Part 1**

- Induction Checklist
- Learning Community Programme
- Learning Community Cycle
- Learning Community Career Stage Entitlements
- Who you need to know
- Structure Charts, SLT, House Staff, Pastoral Staff, Behaviour Support & Safeguarding Staff, Faculty Staff, Associate Staff
- Teaching Standards
- Associate Standards
- Code of Conduct and Part 1 of Keeping Children Safe in Education (2016)

- Introduction to Safeguarding
- Safeguarding Disclosure Form
- Introduction to Careers Education, Information and Guidance

## **Part 2**

- Training Briefs
- Stress Management Risk Assessment
- MIND Guidance on Managing Stress

## **Part 3**

- Statutory Health & Safety Guidance  
Guidance for Staff Training Materials  
Evacuation procedures  
Off-Site Evacuation procedures  
Evacuation for Public Events  
Fire Assembly Points & Marshalls  
Evacuation Assembly Plan  
Fire Extinguisher guidance & Training  
Procedures for Lone Workers  
Procedures in the Event of a Suspected or Actual Gas Leak  
Repair & Maintenance Reporting  
First Aid Procedures  
Guidance on completion of Training Briefs  
Absence Reporting Procedures  
Lunch Time duty Rota
- Key Policy Documents  
Absence and Cover  
Anti-Bullying  
Child Protection  
Code of Conduct and Part 1 of Keeping Children Safe in Education  
Health & Safety  
Safe Use of ICT (Students)  
Safe Use of ICT (Staff)  
Learning & Teaching  
Safeguarding  
Stress Management and Well Being  
Whistleblowing

## **STAFF DECLARATION**

All staff are required to sign a Staff Declaration Form to evidence receipt of the Induction Pack and they have read the Key Policy Documents and signed off the Code of Conduct.

## **POST INTERVIEW FEEDBACK**

### **Feedback strategy**

Full feedback will be given to each candidate should they wish to afford themselves of this opportunity. The scoring sheets will be the tool which enables positive, constructive feedback to candidates in order from them to take something positive from the selection process.

### **Monitoring Form Return**

The completed monitoring form should be returned to the Local Authority HR department along with all supporting documentation for all unsuccessful candidates.

### **Storing Documents**

A personnel file will be created for the successful candidate and this will remain in school as long as the person is employed, and for six years after leaving the organisation. At this point in time the files are classed as confidential waste and are destroyed.

All documentation for unsuccessful candidates are returned to the Local Authority HR department and are retained on their files for a period of 12 months, after which they are classed as confidential waste and destroyed.

For internal appointments, unsuccessful candidate documentation will be placed in their personnel file.

## **Complaints**

The Local Authority operates a Complaints Procedure and external job applicants may complain under this procedure. Internal applicants can also complain through the Authority's Grievance procedure.

However, a person who feels they have been unfairly discriminated against at any stage of the recruitment and selection process may also be able to complain under current Employment Legislation. The procedures laid down and followed by the school should enable justification for any decisions made throughout the selection process.

## **SUPPLY STAFF**

Prestwich Arts College insists on written confirmation that the employment supply agency(ies) responsible for supply staff have carried out the relevant checks and obtained the appropriate certificates. The school ensures that all agency staff follow procedures laid down for appropriate verification of required checks. On arrival at school, at any given time, the agency staff member must provide:

- Photographic Evidence of Identity
- Up to date DBS clearance certificate (must be current within 3 years)

This information is recorded in a file in the schools general office and all agency staff are checked against evidence held.

## **VOLUNTEER WORKERS**

The suitability of any volunteer workers is a fixed item for discussion at the school's weekly Senior Leadership Team meetings. A supervised volunteer who regularly teaches or looks after children is not in a regulated activity. (Keeping Children Safe in Education). Requirements for volunteer placements are:

- All applications are "vetted" and agreed or declined by Senior Leaders
- Only placements which are supervised and no longer than 10 days are approved without the requirement for an enhanced DBS.
- Photographic ID is checked upon commencement of placement.
- Volunteer code of conduct is agreed and signed.

## **TRAINEE TEACHER**

For students on the Initial Teacher Training Programme the DBS will be confirmed by the training institution in advance of the placement commencing. All Trainee Teachers will go through a one day training programme which includes a safeguarding element. All Trainee Teachers must complete the school's in-house Training Brief and sign this off. This is then filed in the school's Single Central Record.

## **VISITORS**

The Head Teacher will exercise professional judgement about the need to escort or supervise visitors who do not have/are not required to have DBS clearance. Visitors to Prestwich Arts College will not be allowed to be on school site if unsupervised, this includes returning students who may wish to meet with associate and/or teaching staff.

## **GOVERNORS**

All governors are required to have an enhanced DBS check and these are subsequently recorded on our Single Central Record.

## **CONTRACTORS**

There are currently no contractors who have regulated activity within Prestwich Arts College. Maintenance work is normally scheduled in times of school closure, however any contractor attending site in times of normal school operation shall be Risk Assessed and Control Measures shall be proportionate to the Risk.

Any contractors, or any employee of the contractor, who engaged for a prolonged period will be subject to the appropriate level of DBS check. In addition a Construction Design Management programme is produced which outlines procedure and protocols to be followed when on school site; this includes access to students and out of bounds areas

Should the school engage a contractor with regulated activity access then an enhanced DBS certificate (including barred list information) will be required for all personnel engaged in this activity.

Safeguarding Measures to be considered will be:

- Segregation
- Supervision
- Code of Conduct
- Regulated Access

## **SINGLE CENTRAL RECORD**

Prestwich Arts College maintains a Single Central Record. All evidence required is checked and key information entered onto a Disclosure and Barring Service consent Form. This document is signed and dated by the employee.

The register records the following data:

### **Teaching and Associate Staff**

- Name(s)
- Addresses
- Date of Birth
- Date address was checked and verified
- Date photographic ID was checked and verified
- Date Started with the School
- Job Title
- Date of Teaching Prohibition Check
- Qualification verified (where appropriate)
- Verification of date registered on GTC
- Date of Barred List Check
- DBS Disclosure No
- Date of Overseas Police Check (where appropriate)
- Evidence to Work in the UK
- Evidence of Visa or Work Permit (where appropriate)
- Date of Medical Clearance
- Date of 1<sup>st</sup> Reference
- Date of 2<sup>nd</sup> Reference
- DBS Registered Person/Body

### **Initial Teacher Training Students**

- Faculty/Department to which the student is linked
- Dates of the Base A or B programme
- Name of ITT Student
- University name and contact number
- DBS No
- Code of Conduct receipted
- Training Brief Completion receipted

### **Extended Partners and Volunteer Workers**

- Nature of extended partnership/volunteer
- Name
- Dates for duration of partnership
- DBS Registered Person/Body
- DBS number
- Young Peoples risk Assessment (if applicable)
- Code of Conduct Issued

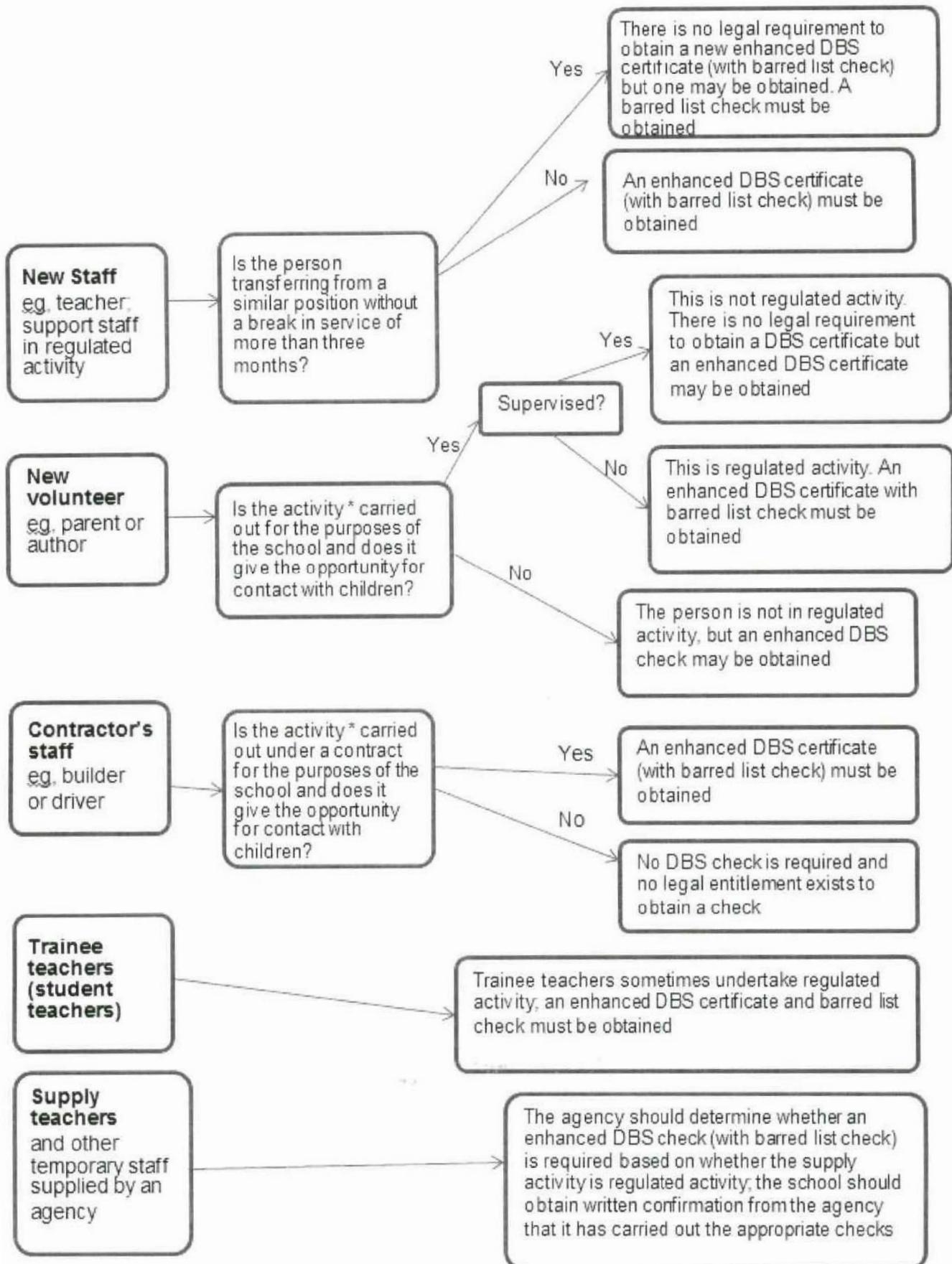
### **Governors**

- Name
- Address
- Role
- Date of vetting confirmation
- DBS Registered Person/Body
- DBS number

### **LEAVERS**

When a member of staff leaves the organisation all information relating to DBS checks are transferred to a leaving file. These are not destroyed.

## Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



\* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'

## Related Documents

- Statement of Policy on Child Protection – Linked to ‘Working Together to Safeguard Children 2015’
- Statement of Policy on Health & Safety
- School Code of Conduct
- Statement of Policy on Safeguarding – Linked to ‘Keeping Children Safe in Education September 2016’
- Statement of Policy on Whistle-Blowing
- Statement of Policy on Single Equality
- Statement of Policy on Searching, Screening and Confiscation
- Statement of Policy of Sex and Relationship Education
- Statement of Policy on Digital Usage (Including Social Media)
- Learning Community Induction Programme

**Prepared by:**

**Mr C C Hornby Headteacher  
Mrs Linda Ash, Director of Business and Resource**

**Date Reviewed:**

**May 2016**

**Next Review Date :**

**May 2017**

**Signed:**



**Mr C. C. Hornby, Head Teacher**

**Signed:**



**Mr R Austin, Chair of Governors**