

Fairfield High School for Girls

Policy for Safer Recruitment



Approved by:	Full Trust Board	Date: November 2021
Last reviewed:	November 2016	
Next review due by:	November 2022	
Person Responsible:	Headteacher/School Business Manager	

Outstanding progress for all

Introduction

This policy has been developed to ensure that the recruitment of staff or volunteers to work at Fairfield High School for Girls is compliant with DfE guidance regarding safer recruitment so that the risk of recruiting someone who intends to harm is minimised. Child protection and safeguarding are of paramount importance and all staff have a role to play. This policy is guided by the updated KCSIE September 2021. (Part 3: Safer Recruitment) Please see attached for reference.

For those agencies whose job it is to protect children and vulnerable people, the harsh reality is that if a sufficiently devious person is determined to seek out opportunities to work their evil, no one can guarantee that they will be stopped. Our task is to make it as difficult as possible for them to succeed....'

Bichard Report, 2004, p12, para 20

Purpose

The purpose of this policy is to set out the necessary requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children and young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

Decisions concerning the need to recruit staff are delegated to the Headteacher by the Trust Board. All decisions will be made with regard to curriculum needs and financial circumstances.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay policy.

Equal Opportunities

The Trustees of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010).

The Trust Board promotes equality in all aspects of school life, including in regard to the recruitment of staff.

Identification of Recruiters

Subject to the availability of training, the school will ensure that at least one member of an appointment panel has successfully completed accredited training in safer recruitment procedures in line with KCSIE 2021.

The Recruitment Process

The importance of safeguarding and protecting children will be promoted to the highest level throughout the recruitment process in order to deter would-be abusers.

The need for a thorough safe recruitment process is paramount and timelines for the appointment of staff will vary depending on the time it takes to receive all of the appropriate pre-employment checks and for the candidate to serve a notice period. It is recognised that appointments often need to take place speedily to ensure continuity of provision, however no appointment process will circumvent the measures described in this policy for the sake of expediency.

Job Descriptions and Person Specifications

At the start of the recruitment process it is important to define what the responsibilities of the postholder will be, as well as the qualifications and experience needed to perform the role. These will be defined in the job description and person specification.

Each requirement on the person specification will be graded as either 'Essential' or 'Desirable'. These grades will be used for shortlisting purposes after the closing date.

Advertisements

The advertisement for a vacancy will demonstrate our commitment to safer recruitment and vetting procedures in order to act as a deterrent to would-be abusers.

All recruitment advertisements will include the following statement:

“Fairfield High School for Girls is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be expected to undertake a Disclosure and Barring Service (DBS) check.”

Applications

All prospective applicants must complete, in full, an application form. Prospective applicants will be provided with:

- A covering letter
- An application form
- A job description and person specification
- A link to the school's child protection policy.

Shortlisting and References

The shortlisting panel will review all applications and match them against the person specification for the post.

References will be taken up before the interview stage, so that any discrepancies can be probed with the referee and taken up with candidate at interview. One of the referees must be the candidate's current or most recent employer.

References will be sought directly from the referee(s). References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. References will be obtained from the current employer and have been completed by a senior person with appropriate authority

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

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time expired warnings, that relate to the safeguarding of children;
- The candidate's suitability for the post.

School employees are entitled to see and receive, if requested, copies of their employment references.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates.

Interviews will always be face to face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face to face interview.

Candidates invited for interview will always be required:

- To provide proof of identity;
- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful candidates are required to:

- Provide proof of identity (e.g. passport, driving licence photocard) and address;
- Complete an enhanced DBS disclosure application and receive satisfactory clearance;
- Undergo a barred list check;
- Provide actual certificates of qualifications to verify professional qualifications;
- Undergo a teacher prohibition order check;
- Undergo a section 128 direction check (for anyone taking up a management position);
- Complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities;
- Provide proof of eligibility to work in the UK.
- Provide a valid work permit for overseas candidates, where appropriate.

The school reserves the right not to proceed with or to terminate employment with immediate effect if any of the conditions above are not met or any documents have been falsified in any way.

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Staff will be required to read the Employee Handbook and the school's Policy for Child Protection and Safeguarding. Staff will also be required to read Part 1 and Part 5 of 'Keeping Children Safe in Education'.

Staff will also be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty. Regular updating on safeguarding will take place.

Regular meetings will be held during the first year of employment between the new employee(s) and the appropriate manager(s).

Support Staff employment will be subject to the satisfactory completion of a six month probationary period.



FAIRFIELD HIGH SCHOOL FOR GIRLS CRIMINAL RECORDS SELF-DECLARATION FORM FOR SHORTLISTED CANDIDATES

As part of our duty to safeguard pupils, we need to check whether you are barred from working with children, or whether you have convictions that would make you unsuitable to work with children or in the role you've applied for.

Please complete the following form as accurately as possible.

Note: you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you're not sure whether one of your convictions is 'protected', you can [check here](#).

If you accidentally provide information about 'protected' convictions or cautions, we won't take this into account.

How we'll use this information

We'll use the information in this form to:

- Identify whether you may be ineligible for a role based on barring, a section 128 direction or childcare disqualification requirements.
- Inform our conversations with you about any relevant details during the interview process.

We won't use this information to make decisions about job offers.

If we offer you a position, we'll compare the information you've provided in this self-declaration with the information in your formal DBS check so that we only make decisions based on the most accurate information possible.

Name	
Role	

Self-declaration

	YES/NO
<p style="background-color: yellow; margin: 0;">Delete this row if the role you're recruiting for isn't in regulated activity</p> <p>The role you've applied for is 'regulated activity', so is eligible for a barred list check.</p> <p>Are you barred from working in regulated activity with children (i.e., are you included on the Disclosure and Barring Service Children's Barred List)?</p>	
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974?</p>	

	YES/NO
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	
Have you committed an offence overseas which would have resulted in disqualification if it had occurred in the UK?	
Delete this row if the role you're recruiting for isn't a management position Are you subject to a section 128 direction?	
Delete this row if the role you're recruiting for isn't in covered by childcare disqualification requirements Have any orders relating to the care of children, as set out in schedule 1 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018, been made in respect of you? This includes, but is not limited to: <ul style="list-style-type: none"> ➤ Orders disqualifying you from caring for children ➤ Orders disqualifying you from private fostering ➤ Any refusal of an application for you to be registered in relation to a children's home ➤ Care/child protection orders issued in respect of a child in your care 	
Delete this row if the role you're recruiting for isn't in covered by childcare disqualification requirements Have you been convicted of committing, or been given a caution, reprimand or warning since 6 April 2007 for, any offences set out in regulation 4 and schedules 2 and 3 of the Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018? This includes, but is not limited to: <ul style="list-style-type: none"> ➤ Any offence against or involving a child ➤ Any sexual offence ➤ Any violent offence, i.e. murder, manslaughter, kidnapping, false imprisonment, actual bodily harm (ABH), or grievous bodily harm (GBH) 	
Do the police or children's social care have your name and/or information on file for any reason?	
If you answered 'yes' to any of the questions above, please provide further information.	

I confirm that the information above is accurate to the best of my knowledge, and that I will make the school aware of any changes in my circumstances that may affect the answers I've provided above, or my suitability for the post.

Signed:

Date: