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| **POLICY TITLE:** | **Safer Recruitment Policy** |
| Persons Responsible for Policy: | Kate Truscott - Director |
| Completion date: | 24/06/23 |
| Review date: | 24/06/25 |

# Statement

In order to safeguard and promote the welfare of the children in education it is imperative that Eclipse Education follows safer recruitment procedures. We ensure sound procedures, good inter-agency cooperation and the recruitment and retention of qualified and competent employees. We seek a diverse workforce and their recruitment and selection is conducted in a systematic, efficient and effective manner that ensures equality of opportunity. We do not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

All posts within educational settings are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. People who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position and suitability will be decided by the Director. The decision may also be referred to BANES Local Authority DBS advisory panel for independent review.

This policy has been devised with reference to the guidance *Keeping Children Safe in Education DfE.*

# Safer Recruitment Training

Eclipse Education will:

* ensure that every appointment panel will include 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
* keep and maintain a single central record of recruitment and vetting checks in line with DfE and Ofsted requirements
* ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure and monitor the compliance with these measures.
* require staff who are convicted or cautioned for any criminal offence during their employment to notify the provision, in writing of the offence and the penalty.

# Pre-employment checks

The following checks will be undertaken before employing a candidate:

* Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
* Verification of the candidate’s identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
* Barred List Check
* A prohibition from teaching check
* An enhanced DBS clearance
* Verification of the candidate’s medical fitness (clearance from Occupational Health where applicable)
* Verification of qualifications
* Verification of professional registration
* Verification of successful completion of induction period
* Right to work in the UK
* Further checks on people working/living outside the UK (incl. EEA)

# Roles and responsibilities

The Director will:

* Ensure the provision has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE regulations. guidance and legal requirements
* Monitor the provision’s compliance with them

The Director and other staff involved in recruitment will:

* Ensure that the provision operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the provision
* Deal with the administration of the disclosure system for 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 safe recruitment pre-employment checks.

The Director(s) may delegate the selection process of staff outside of the Directorship group but remains responsible for the decision to appoint. The final decision regarding staff appointments will rest with the Eclipse Education Ltd Director.

# The Procedure

**Advertising**

To ensure equality of opportunity, the provision 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 considered appropriate.

**Applications**

* CVs will not be accepted.
* All applicants must complete an Eclipse Education standard application form.
* Candidates must account for any gaps or discrepancies in employment 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.

**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 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, and two references will be required for every candidate.

Open references or testimonials are not acceptable. References must be in writing and be specific to the job for which the candidate has applied. The provision will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

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, salary and attendance record (where appropriate)
* 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
* Eclipse Education uses a Reference Request Form to ensure the details outlined above are included (Appendix A). References will be compared to the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Due consideration will be given to any disclosures of past disciplinary action or allegations. 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.

## **Self-declaration of convictions by job applicants**

Eclipse Education 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 Director, prior to the interview. The chair of the panel/Director 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.

**Interviews**

The selection process will include the following:

* Face to face professional interview including a question related to safeguarding 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 Criminal Records Bureau 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, or as soon as reasonably possible but before commencing in post. 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 National Academic Recognition Information Centre (NARIC) will also be required. Proof of identity and other documentation will be verified by the chair of the panel / Director.

## **Employment Offer**

It may be possible to negotiate a provisional start date with the preferred candidate but the checks detailed above, including DBS disclosures, must all be completed BEFORE a person’s appointment is confirmed.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made, and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

# Record Retention / Data Protection

Eclipse Education will retain all interview notes on all applicants for a 6-month period, after which time the notes will be destroyed. The 6-month retention period will allow the provision 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 / Director within 6 months of the interview date.

# Personal file records

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

* Application form
* References
* Disclosure of convictions form
* Proof of identification
* Proof of academic qualifications
* Proof of teacher registration (if applicable)
* Evidence of medical clearance from Occupational Health (where applicable)
* Evidence of the DBS clearance

# Single Central Record (SCR) of Recruitment Vetting Checks

In line with DfE requirements, Eclipse Education 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 provision, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, and those who provide additional teaching or instruction for young people but who are not staff members, e.g.: music therapist.

The central record will indicate whether or not the following have been completed:

* Barred list
* Prohibition from teaching checks
* Section 128 check
* Identity checks
* Qualification checks for any qualifications legally required for the job
* Checks of right to work in the United Kingdom
* List 99 checks
* DBS Enhanced Disclosure certificate number and date
* Further overseas records where appropriate.
* Who undertook the check and the date on which the check was completed, or the relevant certificate obtained?

All staff will be encouraged to enrol on the update service or required to re-apply for a DBS Enhanced check every three years.

# Probation periods

Newly appointed staff will be subject to the provision’s probationary period (a minimum of six months). Appointments to Eclipse Education are conditional on the successful completion of the probation period and after all elements to in the Safer Recruitment Policy have been satisfied.

All staff will receive a full induction where they complete all required training in line with our safeguarding policy and commitment to staff competence and CPD. All staff and volunteers should adopt a culture of vigilance; all concerns will be listened to and taken seriously.

# Appendix A: Sample reference request form (teaching staff)

**Name of Applicant: Position applied for:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Job Title** | **Salary /Grade** | | **Dates of employment** | | |
|  | | **Excellent** | **Good** | **Fair** | **Weak** |
| Teaching ability | |  |  |  |  |
| Subject knowledge | |  |  |  |  |
| Lesson preparation | |  |  |  |  |
| Using assessment to improve attainment | |  |  |  |  |
| Ability to add value | |  |  |  |  |
| Analytical abilities and decision-making skills | |  |  |  |  |
| Time management | |  |  |  |  |
| Organisational and administrative competence | |  |  |  |  |
| Oral and written communication skills | |  |  |  |  |
| Level of ICT competence | |  |  |  |  |
| Curriculum knowledge KS3 & 4 | |  |  |  |  |
| Rapport with students | |  |  |  |  |
| Working with SEN students | |  |  |  |  |
| Ability to stretch academically gifted students | |  |  |  |  |
| Ability to manage a differentiated classroom | |  |  |  |  |
| Rapport with colleagues | |  |  |  |  |
| Ability to accept constructive criticism | |  |  |  |  |
| Commitment to own professional development | |  |  |  |  |
| Would you re-employ this candidate to a similar position in your school/organisation? YES / NO | | | | | |
| Please indicate applicant’s reason for leaving your employment. | | | | | |
| Summary comments on the suitability of this candidate for the position advertised: | | | | | |

# Additional Confidential Reference Information

|  |  |
| --- | --- |
| 1. | Do you know of any reason why this person should not work with children?  YES / NO  If YES, please give details: |
| 2. | If the applicant has been subject of a disciplinary action in respect of which penalties or sanctions were imposed, please give full details of the nature and date(s) of the misconduct and of the penalty and sanctions, indicating if they remain in force. |
| 4. | If the applicant has been subject to any formal capability proceedings over the last two years, please provide the relevant details and records. |

Name of Referee: Position Held:

In what capacity do you know this person?

How long have you known this person?

Signature:

### **Appendix B**

### **STAFF INDUCTION CHECKLIST**

Name of person supervising the induction: ………………………………….………………………………………….

This will normally be the Director, who is responsible for making sure an effective and timely induction takes place, although this does not mean to say they are the person who will actually do all of the induction.

Member of Staff: ………………………………..……………………………………………………………………………………..

### **Pre-Induction**

|  |  |  |
| --- | --- | --- |
| **Item to be covered** | **Who** | **Tick**  **when done** |
| Arrange pre visit if possible |  |  |
| Appoint mentor |  |  |
| Agree who will be covering which aspects of induction |  |  |
| Prepare job description (To be agreed) |  |  |

### **STAFF INDUCTION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **A. By End of First Day** | | **Date completed** | **Who** | **Teachers**  **initials** |
| 1. | Layout of the provision |  |  |  |
| 2. | Introduction to staff |  |  |  |
| 3. | Introduction to Mentor |  |  |  |
| 4. | Explain checklist document/induction procedures |  |  |  |
| 5. | Health and Safety issues/procedures   * Child Protection including keeping children safe * Person responsible for H/S * Fire procedure * First Aid and Accident reporting * Children’s medical info |  |  |  |
| 6. | Provision security, key codes etc. |  |  |  |
| 7. | Confirmation of timetables/rotas/assemblies/daily routines/child protection |  |  |  |
| 8. | Qualification and exam procedures including CPD webinars / in person training |  |  |  |
| 9. | Relationships with parents, including confidentiality. |  |  |  |
| **Arrange first week meeting time** | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B. By End of First Week** | | **Date completed** | **Who** | **Teachers**  **initials** |
| 1. | Staff communication process |  |  |  |
| 2. | Special Needs information/procedures |  |  |  |
| 3. | Arrangements for planning and liaison with other staff |  |  |  |
| 4. | Discussion of implementation of provision policies   * Behaviour policy * Safeguarding protection |  |  |  |
| **Arrange next meeting date** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **C. By End of First Half Term** | | **Date completed** | **Who** | **Teachers**  **initials** |
| 1. | Feedback on how inductee is doing |  |  |  |
| 2. | Main points of Provision Development Plan |  |  |  |
| 4. | Staff Training and Development – inductee needs? |  |  |  |
| 5. | Discussion of implementation of provision policies   General policies |  |  |  |
| 6. | CP training still needed |  |  |  |
| 7. | Meeting with assessment coordinator   * Assessment timetable * Policies and procedures * Use of data * Book necessary training (NCFE / ASDAN etc) |  |  |  |
| **Arrange next meeting date** | |  | |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **D. By End of First Term** | | **Date completed** | **Who** | **Teachers**  **initials** |
| 1. | Feedback on how inductee is doing |  |  |  |
| 2. | Discussion of implementation of provision policies   Outstanding policies |  |  |  |
| 3. | Performance Management |  |  |  |
| 4. | Staff Training and Development – inductee needs? |  |  |  |
| **Arrange next meeting date** | |  | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **E. By End of First Year** | | **Date completed** | | **Who** | **Teachers**  **initials** |
| 1. | Feedback on how inductee is doing |  | |  |  |
| 2. | Check all policies/procedures/info have been covered |  | |  |  |
| 3. | Agree Performance Management schedule |  | |  |  |
| **General discussion** | |  | | |  |
| **Areas for further discussion/development etc.** | | | | | |
| **Evaluation of induction process – Date for completion** | | |  | | |
| **Any other issues** | | | | | |
| **Signed** | | | | | |
| **Signed (Inductee)** | | | | | |
| **Date** | | | | | |