



Castlebar School Recruitment & Vetting Policy 2016

Ratified By The Staffing Committee On:	20/10/2016
Next review Date	Autumn 2019

Table of Contents

<i>Introduction</i>	3
<i>2. Aims</i>	3
<i>3. Our Philosophy</i>	3
<i>4. The Process</i>	4
<i>5. Inviting applicants</i>	5
<i>6. Validation of checks</i>	5
<i>7. Volunteers, Agency Workers & Multidisciplinary Team Staff (MDT)</i>	5
<i>8. DBS Renewal Programme and Update Service</i>	6
<i>9. Monitoring of this Policy and Procedures</i>	6
<i>Appendix 1</i>	7

Introduction

Castlebar is committed to ensuring a fair & transparent recruitment process that promotes equality and ensures the safeguarding and welfare of children and young people. The school expects all Staff, Governors and Volunteers to share in this commitment.

Safeguarding children must be a priority for every School and incorporating safeguarding measures in the recruitment process is an essential part of that. The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality Policy.

This policy is supported by other key school policies including: The Equality & Diversity Policy, The Safeguarding Policy and the Whistleblowing Policy.

2. Aims

The policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

The school is also committed to ensure that recruitment and selection is undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable person for the position.

The aims of this policy are:

- To set out a process for fair and transparent recruitment.
- To ensure that the safety of children is at the heart of all appointments to the school.
- To ensure all relevant equalities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, pregnancy and sexual orientation.
- To ensure a consistent and equitable approach to the appointment of all school based staff.
- To ensure that there is a rigorous process of vetting of appointments.
- To ensure that all Governors, Volunteers, Agency Supply Staff and members of the Multi-Disciplinary Team are also subject to a robust vetting procedure and are included in the School Induction Program.
- To ensure that the appointment of any Governor or other Volunteer is always carried out with consideration both to relevant skills/experience and the duties set out in the Equality Act 2010

3. Our Philosophy

At Castlebar School we adopt a culture of collective professional responsibility. The safety and well-being of children and staff are paramount. We accept that whistle blowing may be part of our responsibility. All staff who have safeguarding concerns are required to report these to the Safeguarding Leads, the Headteacher, Deputy, Assistant Head or the LA, in line with the schools safeguarding protocols.

4. The Process

- All vacant positions both temporary & permanent are advertised internally and where need be externally.
- Recruitment advertising must contain a Safer Recruitment Statement and will make clear the schools commitment to safeguarding children.
- The job description and person specification are essential tools. They will be used throughout the process and will encompass safeguarding and child protection responsibilities The Job Description must be clear. The person specification must include child protection responsibilities.
- Only official school application forms will be accepted – CVs will not be considered.
- Written references are requested before interview.
- Job offers are made subject to satisfactory references, DBS and medical clearance.
- External candidates are encouraged to visit the school prior to interview.
- The interview process will be conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate will be followed up in every case.
- The candidate's suitability to work with children will be explored at interview and monitored throughout their probationary period.
- Appointments are made on the basis of assessing the most suitable candidate with the appropriate knowledge & skills to work with special needs children.
- The successful candidate's right to work in this country will be confirmed and evidence is required – e.g. sight of an original National insurance card, P60, P45, Visa or Passport.
- DBS Enhanced Policed checks will be carried out for all successful applicants.
- In addition to a DBS check, overseas checks will be carried out for applicants who have lived or work overseas for a period exceeding 6 weeks in the last 5 years; the information contained within the certificate will be verified with the issuing authority.
- Where qualifications are mandatory candidates will be required to produce original exam certificates
- All staff are asked to complete a childcare disqualification declaration (CDD) form
- Teachers are required to provide evidence of their QTS and qualifications.
- DBS checks, barred list checks and prohibition checks are required for all newly appointed teachers.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- Probationary periods are applicable for all newly appointed support staff.
- Support staff employees will be assessed throughout their probationary period and will receive a letter of confirmation of employment following the successful completion of their probation period. In cases where the candidate's work has been less than satisfactory the school will provide support and guidance but may need to consider extending the probationary period, or terminating the employment.
- Newly qualified teachers are required to successfully complete their NQT year
- All new staff will receive induction, training and a mentor
- Equalities - The School takes its duties under the equality act very seriously and is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair.
- Recruitment and selection procedures will be reviewed and monitored on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation.
- DBS Checks for staff will be reviewed every three years on a rolling programme.

5. Inviting applicants

- All adverts must carry a statement on the School's Policy towards safeguarding children and the requirements for enhanced DBS checks.
- Candidate Information packs to include a link to the Recruitment & Vetting Policy
- It will be made clear to candidates that only LA completed application forms will be accepted (not CV's).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidate's application form will be explored. This will include incomplete forms and gaps in work history.
- Candidates must be willing to complete an online DBS application and bring with them to the interview three forms of identification (one of which must be a photo I.D.).
- Candidates are required to bring original documents and certificates to the interview.
- Two references must be taken up prior to interview. The first reference will normally be from the current, or most recent, employer.
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, and referral to the teacher's misconduct team or police, informing the LA, informing other schools where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection.

6. Validation of checks

- All checks will be confirmed in writing.
- Evidence of these checks will be retained in a personnel file and will include: candidate's application form and letter of application, two references, DBS disclosure confirmation and medical check confirmation.
- A copy of all teacher QTS certificate is retained by the school and is filed in their individual personnel files.
- A single central record will be kept of all school staff, Agency workers, Governors, volunteers and visiting professionals who have access to the school and who may have unsupervised access to pupils.
- In addition to DBS checks, overseas checks will be requested where applicants have lived or worked overseas for a period of longer than six weeks. Where possible good conduct certificates will be obtained and these will be kept in the individual's personnel file with a record made on the single central record.
- Where DBS checks are pending, at the discretion of the Head/Deputy applicants may be allowed to begin work; however first the school will carry out a L99 check and as well as completing a risk assessment. (See appendix 1).

7. Volunteers, Agency Workers & Multidisciplinary Team Staff (MDT)

- All agency workers and MDT staff are sourced from companies/organisations that are required to carry out pre-employment background checks
- The school vets all applications received from students or members of the public wishing to volunteer in school.
- All agencies and organisations who provide staff are required to carry out the same pre-employment checks as carried out at school. These include: DBS Enhanced Police Check, reference checks, medical, qualification checks, QTS and Prohibition checks, Childcare Disqualification Declaration, Eligibility to work in the UK checks and where appropriate Overseas Police Checks.

Castlebar School – Recruitment & Vetting Policy

- The school requires two written references for all volunteers (one preferably being a work/professional reference) for all candidates who wish to volunteer on a regular basis.
- All Volunteers and long term agency staff are required to attend an informal interview with a senior member of school staff who will assess their suitability to work with children.
- All staff/volunteers are required to provide evidence of an enhanced DBS or must agree to the school carrying out such a check.
- All staff must provide photographic evidence of their identity e.g. original passport, driving license or NHS card.
- All staff and volunteers will receive an induction to the school. Induction training includes safeguarding awareness training and school protocols and is overseen by a senior member of staff.
- Volunteers are subject to an initial probationary period of six weeks. During this their suitability for the role and for working with children with special needs is assessed.
- Parent volunteers will not normally be assigned to classes which include their own child/ren

8. DBS Renewal Programme and Update Service

DBS certificates are valid for a period of 3 years. It is this school's policy to require employees to renew their certificates when expired. The school is carrying out a rolling review programme for employees who have not signed up for the update service.

9. Monitoring of this Policy and Procedures

This policy will be reviewed on an biennial basis and its impact monitored by Governors and the Senior Leadership Team to ensure that it is effective in helping the school recruit and retain excellent, well-motivated staff who share the ethos of safeguarding and promoting the welfare of children and young people. This will include:

- A member of the Governing Body will be trained in safer recruitment practices and will monitor the effectiveness of this Policy along with the Headteacher.
- The Staffing Committee will periodically review a sample of the RAF forms.
- The Head will provide the Governing Body Staffing Committee with regular updates on recruitment and staffing including a report as to the effectiveness of this Policy.
- The school will examine staff turnover and investigate the reasons for leaving.
- The school will conduct staff exit interviews.

This Policy was reviewed – September 2016

Approved by Governing Body Staffing Committee: November 2016

Date of next review autumn 2018 (unless legislation changes require earlier review)

Appendix 1

Disclosure Risk Assessment Form (Schools)

Appointing prior to satisfactory DBS check

1. This form is used in exceptional cases to request an exemption from the requirement to obtain a valid DBS certificate prior to appointing an employee to work with children or vulnerable adults.
2. Where the line manager believes there is no alternative, s/he should complete the following sections and return the form with any supporting papers to the Head teacher for sign off.
3. The line manager will continue to monitor employment until the DBS certificate is back.

Name of Applicant	
School	
Position to be filled	
Date Disclosure form sent to DBS	

This form consists of three sections - please ensure that each section is completed in full, including a full account of offences disclosed.

To be completed by Line Manager	
Current arrangements for covering the duties of post	
Reason (s) for Requesting exemption	
Name of current / last employer	
Length of service with current / last employer	
Has the person had a DBS check within the last 12 months? By Whom?	
Have you discussed the DBS check with the employer who commissioned it?	
Is there a gap between this and previous role, if yes, state length and reason.	

Have all gaps of employment been explored and recorded?	
Have two satisfactory references been obtained? (ensure that dates and info match up with those of application form, etc.	

Manager’s declaration:

- I confirm that I have reviewed and signed off reference(s) in line with LBE Safer Recruitment policy. I am satisfied that the referee(s) have no reservations as to the applicant’s suitability to work with children and young people/vulnerable adults*.
- I confirm that I have seen and taken copies of appropriate identification and that the person is eligible to work in the UK.
- I confirm that the applicant has been asked “have you ever knowingly been subject to an investigation or disciplinary enquiry by any organisation acting in an official capacity in respect of your conduct towards or with vulnerable children, young people or adults?”
- (In the event of an affirmative answer) I confirm that I have discussed the official investigation or disciplinary enquiry with a responsible and informed manager within the organisation involved.
- I confirm that medical clearance has been given for this appointment
- I confirm that I will ensure there will be no unsupervised contact with pupils until the DBS Disclosure has been returned.
- I confirm that the employee will not be given responsibility for high-risk activities, e.g. residential trips until appropriate DBS clearance arrives.
- I confirm that the established child/adult* protection procedures, standards and ethos of this Service will be provided at induction.
- I confirm that I will monitor employment until the DBS certificate is back.

Signed:

Date:

Print Name:

Job Title:

Please return this form and a copy of any documentation to your Head Teacher. You may be asked for additional information to support the case, so it is important that you provide a contact telephone number in order to minimise any delays.

Decision:

I authorise/do not authorise this person to commence work prior to DBS clearance (please delete as appropriate)

Signed :

Print Name:..... **Date:**.....

Head teacher