



**Safer Recruitment and
Selection Policy
with Safer Recruitment / Induction
Checklist attached**

This policy was adopted on 10th June 2021

A handwritten signature in black ink, appearing to read 'M. W. A. L. M.', is positioned to the right of the text 'Signed on behalf of Emmanuel Community School'.

Signed on behalf of Emmanuel Community School

Review date: June 2023



EMMANUEL COMMUNITY SCHOOL

RECRUITMENT AND SELECTION POLICY

Introduction

It is important that recruitment and selection procedures comply with employment legislation and the related statutory Codes of Practice in addition to ensuring that the best people are employed.

Emmanuel Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The above emboldened statement should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

1. Confirm that the vacancy needs filling

Whenever a post falls vacant it should be examined critically to ensure that it needs to be filled. The following questions need to be considered:

- Does the work done by the previous post-holder need to continue to be done?
- Does it need to be done in the same way or would an alteration be beneficial to the setting?

A vacancy can also occur when a new post is created against a pre-defined requirement for a task to be undertaken e.g. extension of provision.

2. Planning and Advertising

It is important to set aside sufficient time for the work needed in the recruitment process, to ensure that necessary safeguards are not overlooked. It is important that there is enough time allocated to the process to allow references to be obtained on all shortlisted candidates prior to interview.

When a vacancy is advertised, the advertisement should include the statement:

Emmanuel Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Reference should also be made to the need for the successful applicant to undertake an Enhanced Disclosure with Children's Barred List via DBS, where appropriate, as well as the usual details of the post and salary, qualifications required and start date.

3. Prepare or amend Job Descriptions

Having been satisfied that the work needs to continue in some form, it is important to review the job description to ensure that it reflects the current situation of the post. An accurate job description is vital to the whole recruitment and selection process.

The job description should clearly state:

- the main duties and responsibilities of the post; and
- the individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

The JD should include the following:

Emmanuel Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

4. Grade/Salary for Post

Based largely on the job description the school will need to set a salary/grade for the vacancy. It is to reflect both on internal (equity, fairness) and external factors (labour market statistics, local salary levels for similar posts in similar settings) that might influence the grade/salary level agreed.

5. Person Specification

It is important to the objectivity and effectiveness of the recruitment and selection process, that clear criteria on which to make a decision on the most suitable candidate are determined before any applications are received and preferably before the job advertisement is drafted.

This should result in a better, more specific job advertisement. Criteria can be identified from an analysis of the job description and consideration of the school's culture and objectives.

A Person Specification can be divided into areas such as skills, knowledge, experience and attitude. The school should identify essential and desirable criteria in each area against which the candidates can be judged.

The Person Specification should:

- include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people;
- describe the competences and qualities that the successful candidate should be able to demonstrate;
- explain how these requirements will be tested and assessed during the selection process. For example: "In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:
- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and attitudes to use of authority and maintaining discipline"; and
- explain that if the applicant is shortlisted any relevant issues arising from his or her references will be taken up at interview.

The Person Specification should include the statement

Emmanuel Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

6. Application Form

The school should use the most up to date application form available. The appropriate form for the nature of the job should be used (there is a Teaching Post Application Form to be used for teaching posts, for example.)

The application form should comply with the guidance set out in *Keeping Children Safe in Education*.

7. Candidate Information Pack

The pack should include a copy of:

- the application form, and explanatory notes about completing the form;
- the job description and person specification;
- any relevant information about the school and the recruitment process, and statements of relevant policies such as the school's policy about equal opportunities, the recruitment of ex-offenders, etc;

- the school's child protection policy statement; and
- a statement of the terms and conditions

8. Scrutinising and Short-listing

All applications should be scrutinised to ensure that they are fully and properly completed, that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment. Incomplete applications should not be accepted. Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short-list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work, also need to be explored and verified. All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

9. References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. The school should not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern".

References should be sought on all short-listed candidates, including internal ones, and should be obtained in writing before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases. It is up to the person conducting the recruitment to decide whether to accede to a candidate's request to approach his or her current employer only if s/he is the preferred candidate after the interview, but it is not recommended as good practice.

In any case where a reference has not been obtained on the preferred candidate before interview, the school should ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All requests for references should seek objective verifiable information and not subjective opinion. The use of reference proforma's can help achieve that. The school has various proforma's that should always be used. (See Appendices 1 and 2.)

A copy of the job description and person specification for the post for which the person is applying should be included with all requests.

On receipt references should be checked to ensure that all specific questions have been answered satisfactorily especially if the referee is an employment agency. If all questions have not been answered or the reference is vague or unspecific, the referee should be

contacted and asked to provide written answers or amplification as appropriate. The information given should also be compared with the application form to ensure that the information provided about the candidate and his or her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant and in cases of serious inconsistencies could constitute grounds for not short listing the candidate.

10. Involving Pupils

Candidates for teaching posts should be observed teaching a lesson. The interaction with the pupils should be carefully noted.

On some occasions, candidates will be asked to meet with pupils and will be observed. This may be informally if they are shown around the school, or more formally, for example meeting with the school council.

11. Interviews

The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

In addition to the arrangements for interviews – time and place, directions to the venue, membership of the interview panel – the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. A copy of the person specification should be enclosed.

The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and that where a DBS Disclosure is appropriate the person will be required to complete an application for a DBS Disclosure. Consequently all candidates should be instructed to bring with them documentary evidence of their identity, i.e. either a current driving licence or passport including a photograph or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation. Some form of photographic identity should be seen except where for exceptional reasons none is available. Selection panels are reminded that it is an offence under UK immigration law to employ a candidate without a verifiable right to employment in the UK. If candidates have visa restrictions or where a visa is for a limited duration HR advice should be sought at the earliest opportunity.

Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. (N.B. If the successful candidate cannot produce original documents or certified copies, written confirmation of his or her relevant qualifications must be obtained from the awarding body otherwise candidate must be rejected.)

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

If any tests or activities are included they should be relevant to the duties of the post (for example teaching a lesson for teaching staff or typing tests for secretarial staff) and the candidates must have been told in advance that such a test/ activity would be included. It is important to ensure that any tests introduced do not have a cultural or gender bias.

12. Interview Panel

There should be a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. At least one of the interviewers (preferably the lead person) must have successfully completed safer recruitment training.

The panel should agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate, based on the information provided in the candidate's application and references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- the candidate's attitude toward children and young people;
- his or her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- the candidate's willingness to support the ethos and values of the school and The Emmanuel School Trust
- gaps in the candidate's employment history; and
- concerns or discrepancies arising from the information provided by the candidate and/or a referee.

The panel should also ask the candidate if they wish to declare anything in light of the requirement for a CRB Disclosure.

13. Make Selection

Each panel member should make their own evaluation before there is any discussion on the candidates. Panel members should be encouraged to explain their reasoning with reference to evidence gained throughout the selection process. If evidence is not available to back-up the opinion of a panel member then the opinion should be discounted.

Only information gained from the formal selection process can be used for making recruitment decisions. It is unfair to use previous knowledge of applicants in making selection decisions, unless there are legally justifiable reasons to do so.

14. Conditional Offer of Appointment

An offer of appointment should be conditional upon:

- the receipt of at least two satisfactory references;
- verification of the candidate's identity, such as birth certificate, driving licence, or passport combined with evidence of address, such as a utility bill. Some form of photographic identity should be seen.
- a satisfactory enhanced disclosure DBS with barred list check and, where appropriate, additional checks on those who have lived overseas;
- verification of the candidate's medical fitness;
- verification of qualifications where these are a requirement of the post;
- verification of professional status where required, eg QTS status;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999);
- Verification of the right to work in the UK (verification of identity is an essential part of this).

Original documents should be seen and signed/dated (by the person viewing the original) photocopies kept on file.

Where checks carried out highlight concerns, these must be raised with the police, the Local Authority and other relevant bodies (eg. The DfE for teachers) at the earliest opportunity. If in doubt selection process must be delayed until any investigations are satisfactorily completed.

Newly appointed staff who have lived outside the United Kingdom must undergo the same checks as for all other staff. This includes a CRB Disclosure and List 99 check. In addition, the school must make such further checks as are considered appropriate due to the person having lived outside the United Kingdom.

If, in the opinion of the school, the DBS Disclosure is unlikely to provide sufficient information, based on how long the individual has been in the UK, then other checks, including obtaining certificates of good conduct from relevant embassies or police forces as appropriate, must be completed prior to the individual starting. It is a pre-requisite that satisfactory checks are received prior to confirming such appointments.

15. Induction

There should be an induction programme for all staff and volunteers newly appointed in the school, including teaching staff, regardless of previous experience. (See Induction Policy.)

Induction should always include child protection training appropriate to the role.

In addition, information and relevant policies should be shared in relation to:

- child protection;
- anti-bullying;
- equal opportunities;
- safe handling;
- internet safety and
- health and safety

16. Recruitment of Volunteers

Volunteers are also seen by children as safe and trustworthy adults, and if the school is actively seeking to engage volunteers, it should adopt the same recruitment measures as it would for paid staff.

In other circumstances, e.g. where a volunteer's role will be one off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fête, measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. (See separate Volunteer Policy). The level of supervision must be appropriate to the duties to be undertaken. Under no circumstances must a child/children be transported in a private vehicle off the school premises without direct supervision of a member of staff while under the care of the school eg: on school trips (see relevant policy and procedures for safeguarding and educational visits).

Appendix 1

Teaching Post Reference request and Pro Forma to be sent to a candidate's current or previous employer.

Date

Dear ,

Candidate Name -

The candidate named above has applied to Emmanuel Community School for a **teaching post**. He/she has given your name as a referee.

I enclose a job description and person specification for your information.

I would be most grateful if you could provide a reference for this candidate. I am enclosing a **Reference Evaluation Form** with space for your comments.

Please note that under the current safer recruitment guidance, relevant factual content of this reference may be discussed with the applicant.

Your comments are of great value to us and we appreciate the time you devote to responding to this request.

Please return the Reference Evaluation Form in the enclosed pre-paid envelope.

If you have any queries or wish to discuss further details, please do not hesitate to telephone our school office.

Thank you once again for your time and assistance.

Yours sincerely,

Peter Lewis
Headteacher

EMMANUEL COMMUNITY SCHOOL
REFERENCE FOR TEACHING APPOINTMENT

Evaluation of Candidate: Candidate Name

Section 1

How long have you known the candidate? In what capacity do you know the candidate? (e.g. Line Manager, Tutor, etc.)

What is the candidate's current post? What is the candidate's current salary?

Please tick the box for each area below that in your experience and opinion accurately and objectively describes the qualities and performance of the candidate named above.

Section 2

1 = Exceptional	2 = Very Good	3 = Good	4 = Average	5 = Below Average	6 = Not Observed/ Unable to comment
--------------------	------------------	-------------	----------------	----------------------	--

Area of Evaluation	1	2	3	4	5	6	Further comments if necessary
Classroom Management							
Class Control							
Lesson Preparation							
Forward Planning							
Use of Resources							
Relationships with: Pupils							
Parents							
Colleagues							
Extra Curricular Involvement							
Communication Skills							
Reflective Thinking							
Team Work							
Commitment							

Subject Knowledge							
Multicultural Awareness							
IT Skills							
Creativity							
Leadership							
Punctuality							
Attendance							
Reliability							
Overall Performance							

Section 3

We would value any comments you can make that you feel are important but are not adequately covered by the above eg: you may wish to comment on a candidate’s past achievements, overall performance and your assessment of the suitability of the candidate for this role.

Disciplinary Record

Please detail any current or past disciplinary sanctions issued and any disciplinary procedures involving issues related to the safety and welfare of children and young people.

Pupil Welfare Health & Safety

Do you have any concerns relating to the applicant's behaviour to, and relationships with, children and young people? Please detail any outcomes, investigations or conclusions.

I would recommend this applicant:
(please circle)

With Confidence

Not at this stage

I confirm the information given in this reference is true and accurate, to the best of my knowledge.

Signature of Referee

Please Print Name

Status

University/School/Organisation name

Emmanuel Community School

Address

Telephone

Date

Appendix 2

Non Teaching Staff Reference request and Pro Forma to be sent to a candidate's current or previous employer.

Date

Dear ,

Candidate Name -

The candidate named above has applied to Emmanuel Community School for a **teaching post/ other post** which will involve working with children. He/she has given your name as a referee.

I enclose a job description and person specification for your information.

I would be most grateful if you could provide a reference for this candidate. I am enclosing a **Reference Evaluation Form** with space for your comments.

Please note that under the current safer recruitment guidance, relevant factual content of this reference may be discussed with the applicant.

Your comments are of great value to us and we appreciate the time you devote to responding to this request.

Please return the Reference Evaluation Form in the enclosed pre-paid envelope.

If you have any queries or wish to discuss further details, please do not hesitate to telephone our school office.

Thank you once again for your time and assistance.

Yours sincerely,

Peter Lewis
Headteacher

EMMANUEL COMMUNITY SCHOOL

REFERENCE FOR NON TEACHING APPOINTMENT

Evaluation of Candidate: Candidate Name

Section 1

How long have you known the candidate? In what capacity do you know the candidate? (e.g. Line Manager, Tutor, etc.)

Current role Current Salary (if known)

Section 2

1 = Exceptional	2 = Very Good	3 = Good	4 = Average	5 = Below Average	6 = Not Observed/ Unable to comment
--------------------	------------------	-------------	----------------	----------------------	--

Area of Evaluation	1	2	3	4	5	6	Further comments if necessary
Relationships with: Pupils							
Parents							
Colleagues							
Extra Curricular Involvement							
Communication Skills							
Reflective Thinking							
Team Work							
Commitment							
Multicultural Awareness							
IT Skills							
Creativity							
Leadership							
Punctuality							
Attendance							
Reliability							
Overall Performance							

Suitability for the Post

Please comment on the candidate's suitability to undertake the post applied for and the extent to which the candidate meets the person specification.

Suitability to work with Children

Are you completely satisfied that the candidate is suitable to work with children? If not, please indicate why you believe the person might be unsuitable.

I would recommend this applicant:
(please circle)

With Confidence

Not at this stage

I confirm the information given in this reference is true and accurate, to the best of my knowledge.

Signature of Referee

Please Print Name

Status

Address

Telephone

Date