



## Safer Staff Recruitment Policy

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Description: This policy outlines the School's approach to safer staff recruitment.

### OUR SCHOOL AIMS

- ❖ *To be a safe and trusted foundation for our pupils to achieve their individual academic, social and creative potential.*
- ❖ *To cultivate the skills, knowledge, self-awareness and academic credentials our pupils will need to confidently meet the challenges of our rapidly changing world.*
- ❖ *To instil and nurture a strong sense of social responsibility, integrity and environmental awareness so our pupils positively contribute to a sustainable and just society.*
- ❖ *To guide each pupil in the discovery, delight and development of their individual gifts, talents and character.*
- ❖ *To create and sustain an inclusive contemporary school culture, where diversity, difference and individuality are recognised and celebrated.*
- ❖ *To prioritise physical and emotional wellbeing across every facet of our school community.*

### **1.0 OBJECTIVE**

This policy is needed to ensure that the school appoints the very best people for posts in the school and that safe recruitment practices are rigorously enforced. It is composed in compliance with the Keeping Children Safe in Education September 2022 and the Lingfield College Safeguarding and Child Protection Policy document.

### **2.0 PURPOSE**

The purpose of this policy is:

- To ensure all those employed at Lingfield College are suitable individuals to work with children and young people.
- To ensure all those employed at Lingfield College are the best qualified and experienced to work with children and young people.
- To ensure all those employed at Lingfield College share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.



- To meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment.
- To meet government recommendations to ensure that the designated staff receives appropriate Safeguarding Children training, as provided by the Surrey Safeguarding Children Board.
- To ensure all employees understand the requirements within safeguarding and their role.

### **3.0 GUIDELINES FOR IMPLEMENTATION**

#### **3.1 Identification of the need for an appointment**

The need for an appointment will be assessed as required, e.g. when a member of staff leaves, during expansion or when the budget is under review. The final decision to recruit is made by the Headmaster and/or Governors as advised by the Head of Prep School or Deputy Heads at Senior School. The process is then instigated and managed by the HR Manager.

#### **3.2 Advertisements and post details**

Once the need for an appointment has been identified and approved, the HR Manager will proceed to advertise internally, locally and nationally via the school website, the internet and more traditional media as appropriate to budget, seniority of the post and experience available within the school. Filed speculative CVs/applications will also be reviewed.

#### **3.3 Advertisements will carry information about the school and the post. Potential candidates have access to a candidate information pack and application form via the website which will contain the following:**

- details of the post
- a job description and person specification
- information about the school

#### **3.4 All information pertaining to posts will contain a statement of commitment to safeguarding children and young people, such as:**

#### **3.5 “This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service (DBS) Certificate is required for this post prior to commencement.”**

#### **3.6 A statement on all adverts for the Prep school includes; Lingfield College is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a Disqualification under the Childcare Act 2006 disclaimer, before any appointment is confirmed.**

#### **3.7 At Lingfield College we uphold fundamental British values and expect all employees to do the same. Lingfield College is an Equal Opportunities Employer.**

### **4.0 APPLICATIONS AND SHORT LISTING CANDIDATES**

#### **4.1 When a speculative application for employment is received at the school and there is no vacancy, the application should be acknowledged in writing by the HR department, thanking them for their interest, stating that there is currently no vacancy and advising that the details will be kept on file for 6 months for future reference. These applications will be filed by the HR department and they are reviewed if a vacancy arises. In this instance, the candidate will be contacted if applicable.**



- 4.2 All applications received as a result of an advertisement for a post will be acknowledged within five working days by the HR department, thanking the applicant for responding, and advising that the school will contact the applicant if it is decided to take the application further.
- 4.3 Once the closing date has passed the HR Manager and relevant members of the interview panel will shortlist the candidates. The HR department will then invite them for interview, explaining what they need to do in preparation. Candidates should also be told to bring documentary evidence that verifies their:
- identity e.g. passport or photo-card driving licence
  - address e.g. a utility bill dated within the last three months
  - change of name if applicable, e.g. the original copy of a marriage certificate.
- 4.4 As part of the shortlisting process an online search is carried out as part of the due diligence on shortlisted candidates. This helps to identify any incidents or issues that have happened, and are publicly available online, which will be explored with the candidate at interview.

## **5.0 REFERENCES**

- 5.1 Candidates are asked to provide referee contact details when completing the application form. References are taken up from both of the referees nominated by the candidate, one of which should be an up-to-date employer referee, i.e. current or most recent employer. The HR department will request a written reference. Where there is a quick turnaround, the HR Manager may call the referees and take a reference over the phone, whilst ensuring verification of the referee. Written notes, signed and dated by the person taking up the reference will be kept in the file. Additional references may be requested where appropriate, e.g. where an applicant is not currently working with children but has done so in the past. Copies of these requests and the references themselves will be attached to the original file. Copies of the references will be passed to the interviewers for information.
- 5.2 The referee will be requested to provide information on the following:
- The candidate's suitability for the post and to work with children and young people
  - Current or final salary
  - Details of any outstanding disciplinary issues, if applicable
  - Whether the applicant has been the subject of any allegations or concerns which relate to the safety or welfare of children and young people or their behaviour towards children
  - Whether the referee recommends them for the post – without reservation, with reservation, or not at all.
- 5.3 All references will be scrutinised before the interview so that any issues arising can be investigated during the interview.

## **6.0 SAFEGUARDING PROCEDURES ON THE INTERVIEW DAY:**

During the day, the following checks will be made by the HR Department:

- Proof of identity e.g. passport or photo-card driving licence
- Proof of address: utility bill dated within the last three months



- Evidence of change of name if applicable e.g. the original copy of a marriage certificate
- The application form will ask for, where appropriate:
  - DFES reference number
  - Confirmation of qualified teacher status
  - Former names by which the applicant has been known in the past
  - A declaration from the applicant about any convictions, cautions or bind-overs, or details in a sealed envelope

## 7.0 SELECTION PROCEDURES

7.1 Interviews will normally take place over the course of a day and may continue over successive days in the case of a senior post. A recruitment pack is prepared by the HR department for the interview panel. This pack contains the application form, CV, covering letter, references and interview questions for each candidate. The interview will start with a welcome and introduction by the HR Manager.

7.2 A variety of selection procedures will be used, for example:

- **Critical incident interview:** Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.
- **Safeguarding interview:** Questions are set which test a candidate's specific skills and abilities to carry out the job applied for, his/her attitude toward children and young people in general and also his/her commitment to safeguarding and promoting the welfare of children. Gaps and changes in employment should be fully explored during the interview, as should any discrepancies arising from information supplied by the candidate or the referee. Candidates should be asked about convictions or other information which they have declared where appropriate.
- **Teaching a lesson:** This provides very important information, especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why.
- **Tour of the school:** A member of staff or sixth form student will take the candidate for a tour of the school and this will be an informal opportunity for the candidate to find out about the post and the School.
- **Practical exercise:** Support staff candidates may be asked to perform an exercise relevant to the role for which they are applying e.g. ICT exercise or skills test.
- **The final interview:** This will involve key members of staff. The final interview panel or interviewer will receive feedback from each of the various selection activities that have taken place. Questions will have been agreed in advance. All candidates must be given the same questions and tasks to do, although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day. Individuals will be asked specific safeguarding questions in line with Keeping Children Safe in Education: Information for all school and college staff" DfE, September 2022 and The Prevent Duty.



- 7.3 Designated staff involved in the interview process will have undertaken Safer Recruitment Training. This training is then filtered to Governors and Senior Staff. The Headmaster and HR Manager have both completed this training provided by the Surrey Safeguarding Children Board. The HR team also have undertaken Prevent Training in line with The Prevent Duty.

## **8.0 THE APPOINTMENT**

- 8.1 Taking all the evidence gathered, the panel and HR Manager make their choice. The successful candidate is made a verbal offer of the post by telephone once the decision has been reached.
- 8.2 When the post has been verbally accepted by the candidate the HR Manager will send the successful candidate two copies of a contract with a formal offer letter confirming the appointment and setting out the terms below.
- position offered
  - spine point/hourly rate of pay/annual salary
  - starting date
  - working hours
  - conditions of the offer

The applicant signs both copies of the letter and contract, returning one copy.

- 8.3 The letter states that the offer is conditional upon the following:
- acceptable completion of the DBS check and that supporting original documentation must be supplied in person
  - satisfactory references have been gained
  - evidence is provided of original teaching and degree certificates and other academic qualifications where applicable before appointment is made, with copies retained on the HR file
  - verification is received of the candidate's medical fitness
  - the candidate's eligibility to work in the UK
  - The HR Manager will inform the unsuccessful interviewees of the outcome and will offer feedback on their interview process.

## **9.0 IN LINE WITH SURREY SAFEGUARDING BEST PRACTICE:**

- 9.1 All checks will be confirmed in writing and retained on the candidate's HR file, together with copies of any documents used to verify identity and qualifications. A record will be kept of the date the disclosure was obtained and by whom, the level of disclosure and the unique reference number.
- 9.2 A record will be kept of evidence to show that such checks have been carried out in respect of supply staff and volunteers whether recruited directly or through an agency.
- 9.3 All references must be kept on the candidate's HR file or, in the case of supply staff, volunteers or temporary staff not recruited through an agency, on a central record within the organisation.
- 9.4 Where information gained by the prospective employer calls into question the candidate's suitability to work with children, or where a candidate has provided false information, the facts should be reported to the Police and/or the DfE Children's Safeguarding Operations Unit.



- 9.5 The HR Manager will request a new DBS for a current member of staff should there be a significant change to an individual's role.
- 9.6 In the instance a DBS has not come through prior to an individual commencing employment a risk assessment will be completed by the HR team, where the individual and line manager are given guidance and expectations in terms of supervision. A barred list check will be also be carried out and noted centrally.

## **10.0 AFTER THE APPOINTMENT AND PRE EMPLOYMENT**

- 10.1 A Disclosure Barring Service check will be initiated for the successful candidate as soon as possible after the offer has been accepted and relevant documentation received, at least before commencement of employment. In very exceptional circumstances, if a DBS certificate has not been returned, the HR Manager will conduct a risk assessment to ascertain if an individual can start before DBS clearance. Any previous DBS certificate from another establishment will be considered and if the individual is deemed able to start, the School will ensure the individual is supervised at all times until the DBS certificate is received. The DBS Risk Assessment will be reviewed every two weeks.
- 10.2 As there are children under 8 years old in the School, Lingfield College pays due regard to the Disqualification under the Childcare Act 2006 (September 2018). The School does not knowingly employ people to work in childcare or allow them to be directly concerned in its management, if they are 'disqualified'. The School informs relevant people of this legislation and takes steps to gather sufficient and accurate information. This information is recorded on the Single Central Register. An annual check to remind staff of their duties is carried out by the HR department.
- 10.3 The HR Manager carries out prohibition from teaching checks and also prohibition from management checks in line with s.128 of the Education and Skills Act 2008. In addition overseas checks are carried out on staff who have lived and worked overseas.
- 10.4 An induction programme is compiled for all newly appointed staff and volunteers. This will incorporate making new staff aware of the school's safeguarding and child protection policy and procedures and the identity of staff with designated safeguarding responsibilities, through a Safeguarding Briefing with the DSL on their first day. New starters are required to complete online Safeguarding and Prevent Training on their first day or as soon as possible within their first two weeks. New staff are provided with information about safe practice and given a full explanation of their role and responsibilities and expected standard of conduct. All members of staff and volunteers are provided with child protection awareness information at induction, including the following documents in their arrival pack:
- The School's Safeguarding and Child Protection Policy which gives details of who to discuss a concern with
  - Staff Code of Conduct
  - Whistle-blowing Policy
  - Health and Safety Policy
  - Copy of Keeping Children Safe in Education (KCSiE) September 2022



- 10.5 New staff are asked to read and sign a copy of the Safer Working Practice form, confirming that they have read the Safeguarding and Child Protection Policy, KCSiE Part 1 (2022), and The Prevent Duty DfE 2015, these forms are kept by HR.
- 10.6 Professional Development and Review is undertaken regularly as well as class observations for Teaching Staff and relevant appraisals for support staff.
- 10.7 **All** staff files are kept by the HR Department.

## **11.0 RECRUITMENT OF GOVERNORS**

If the School requires an additional governor, a gap analysis is carried out to ascertain what traits, knowledge, experience and industry contribution would be desirable in filling that gap. Very often Governors are sourced from parents of past pupils or ex-pupils themselves. The selection process consists of a meeting with the Headmaster and the Head of the Trustees for an interview and to give opportunity to both sides to ensure the candidate is right for the position. Governors complete an induction process which takes place over a period of a term. Governors are required to undertake a DBS check, Children Protection and Safeguarding Training and where appropriate Safer Recruitment Training. The Chair of Governors has an Enhanced DBS issued by the Secretary of State and a prohibition from management of independent schools check.

## **12.0 DATA PROTECTION**

As part of the recruitment process, Lingfield College collects and processes personal data relating to job applicants. The College takes security of data seriously and appropriate measures are taken to keep personal data secure. Candidates are required on application to give consent for the School to hold personal information for up to 12 months. In the case of unsuccessful applications, personal data will be deleted or destroyed after 12 months.

## **13.0 MONITORING, EVALUATION AND REVIEW**

The school will evaluate its Staff Recruitment Policy each year and make appropriate revisions.

## **14.0 RESPONSIBILITIES**

The following responsibilities have been assigned:

- The Headmaster, Pastoral Deputy Head, Prep School Head and HR Department will oversee the policy and its implementation
- The HR department will collect documentation for the DBS check and process the application; take up references; and complete and update the single central record.
- The HR Manager issues contracts of employment.

## **15.0 OTHER RELEVANT POLICIES AND DOCUMENTS:**

- Safeguarding and Child Protection Policy
- Equality Policy
- Capability Procedure



- References Policy
- Staff Code of Conduct
- Job Applicant Privacy Notice

Last reviewed August 2022

Next review due August 2023