

Safer Recruitment Procedure

1. Introduction and Context

Kingstone Academy Trust aims to ensure a coherent and consistent approach to recruiting, retaining and inducting staff of the highest calibre who will help to achieve the trust's vision. We believe that our staff are our most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff. We also want to ensure a safe and secure learning environment for our students.

In formulating the policy, the board of trustees considered the conclusions drawn from participation in the safer recruitment training, findings of exit interviews and feedback from successful and unsuccessful applicants for posts in KAT.

There are some statutory requirements for the appointment of some staff in schools, notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.

2. Definition

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

- attract the best possible applicants to vacancies, including supply staff
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Kingstone Academy Trust is committed to safeguarding children and young people. All posts are subject to a satisfactory Enhanced Disclosure Barring Service Disclosure.”

3. Aims

3.1 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the selection procedure for the post (closing date, shortlist date, interview date);
- a KAT application form.

All prospective applicants must complete a KAT application form in full.

3.2 Short Listing and References

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed 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 this post.
- KAT employees are entitled to see and receive, if requested, copies of their employment references.

3.3 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 short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

3.4 Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to perform a section 128 check for any management position
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to perform additional checks for any candidates who have lived or worked abroad within the last 10 years

3.5 Induction

All staff who are new to KAT will receive induction training that will include KAT's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

4. Actions and Responsibilities

The ***Executive Headteacher and/ or Heads of School*** will:

- Maintain up to date training in safer recruitment and cascade this training to all those involved in the recruitment process (including trustees). The Executive Headteacher will also be responsible for taking action about any weaknesses in practice that became apparent in the review of KAT's practice.
- Ensure that appropriate checks are carried out on all applicants for positions in the KAT – paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records.
- Ensure that a central register is kept recording the information gathered;
- Ensure that staff and trustees involved in recruitment procedures are trained in the wider aspects of recruitment.
- Ensure that all new teachers to the school undergo a prohibition order check. This must be done as part of the pre-employment checking process and a record must be kept on the **school's single central record**.
- Evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of KAT;
- Review regularly the documentation provided for potential applicants for posts to ensure explicit reference is made to KAT's commitment to safeguarding, and to enable potential applicants to make well-informed decisions about whether to apply;
- Monitor the number and role of support staff to ensure that their skills and talents, and those of the teachers, are used to the full;
- Use the performance management strategy to identify, share and celebrate good practice and to generate evidence for threshold applications and salary reviews;
- Identify an Assistant Headteacher, Deputy Headteacher or senior member of staff to manage:
 - the induction of all new staff;
 - the mentoring of newly qualified teachers;
 - the continued professional development of staff;
 - the "gatekeeping" system for the circulation of documents so as to reduce, as far as possible, the bureaucratic burden on staff without jeopardising effective communication.

The ***Finance Personnel and Audit Committee*** of the board of trustees will:

- Ensure that all decisions about salaries are based on evidence and are applied equitably;
- Use the discretion to make payments up to a maximum of three years to support the recruitment of a new teacher or the retention of an existing teacher. Such awards will be contingent on the difficulty associated with finding and retaining suitable applicants;

- When formulating the budget for KAT, take steps to ensure that the training needs identified in the school improvement plans and through the performance management process are addressed.

5. Monitoring and Review

The **Executive Headteacher** will report annually to the board of trustees on the safeguarding agenda using the IRSC Self-Review Tool for Safeguarding and Child Protection in schools.

The **Board of trustees** will monitor the implementation and impact of this policy by receiving termly reports from the Headteacher. The Deputy Headteacher will collate information on an annual basis to enable a judgement to be made on the value for money achieved from the staff development budget. The committees will collate evidence of the implementation of the points listed above, including feedback from staff, to enable the board of trustees to judge what is working well and what needs to be further improved.

Appendix 5.1 12 Steps to Safer Recruitment Checklist

Step 1 The recruitment and selection policy that describes the process and roles before you begin is up to date.

Step 2 The Safeguarding policy is up to date and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials

Step 3 There is an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager

Step 4 An appropriate advertisement is prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding

Step 5 A suitable candidate information pack is compiled containing all the required information about the organisation, role, and recruitment timetable, safeguarding policy/statement and application form

Step 6 Each application received should be scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview

Step 7 Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references and Independent Safeguarding Authority (ISA) checks

Step 8 Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information

Step 9 Ensure that a face-to-face interview is conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description

Step 10 Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form

Step 11 Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role

Step 12 Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks.

Appendix 5.2 Prohibition order checks

- A prohibition order check ensures the teacher is not prohibited from teaching. This requirement has been statutory since 3 April 2014 but there is no requirement to retrospectively check teachers who commenced their current employment prior to that date. Existing staff will have been checked in line with previous guidance for checking QTS status.
- The TRA maintains the database of all teachers eligible to teach in the maintained sector in England. The database is called the Employer Access Service (<https://www.education.gov.uk/help/contactus/nctl>). It replaces the database previously managed by the GTCE which listed any teacher who may have been the subject of a suspension or conditional order and confirmed that a teacher had QTS and had completed their induction.
- To undertake prohibition order checks, schools can register on the 'Employer Access Service'. This is a free service and enables employers and potential employers to view the record of any teacher with qualified teacher status or any teacher with an active restriction. You can check whether a teacher you are considering employing has:
 - qualified teacher status (QTS)
 - completed their induction
 - a mandatory qualification for teachers of hearing impaired or visually impaired pupils
 - an active teaching restriction
 - been the subject of a decision by the Secretary of State not to impose a prohibition order for unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence
 - been prohibited from teaching
 - a suspension or conditional order imposed by the General Teaching Council for England that is still current
 - failed their induction or probation period

Please note: The prohibition order check is different to the barred list check operated by the DBS. Some new appointments will require an enhanced DBS check, a barred list check and a prohibition order check.

More information can be obtained from this link.

<https://www.gov.uk/government/publications/teacher-misconduct-the-prohibition-of-teachers->
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