Hednesford Valley High

Central Record of Recruitment and Vetting

Reviewed by:	S Stokes
Last reviewed:	September 25
Next review due by:	September 26

This table illustrates the changes made to this Policy since its last review.

Page/Section	Changes made since last review
Changes page	Statement that the review date does not mean the policy is out of date once the date has passed
3.8	Understanding that adverts can be external as well as internal
3.13	Where appropriate they will remove themselves from the interview process.
4.7	Removal of "and Recruitment of Ex-Offenders Policy"
4.18	Addition of phrases "where possible". References will be requested prior to interview, "**where possible"**
4.20	Addition of what would happen where no reference can be made
4.21	What the school can accommodate where no qualification certificates can be sought
8	Change to the review section now stating "The policy will be reviewed periodically or during periods of reflection or need."

Please note: Whilst the review date indicates the expected date the policy should be reviewed and amended (where required), it does not mean the policy is "out of date" on any subsequent date. As a consequence, the policy will remain in effect until reviewed.

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1. Rationale

1.1. The organisation is committed to attracting, selecting and retaining individuals who have the right motivation, skill and experience to make a positive contribution to the organisation's success and the delivery of high-quality education.

1.2. The organisation is committed to achieving this through:

- Systematic recruitment and selection processes that are applied consistently and fairly in accordance with good practice and equal opportunities;
- Attracting and drawing on applicants from a range of backgrounds reflecting the communities being served;
- Adhering to the legislation and guidance which governs recruitment and selection.

2. Scope

2.1. This policy applies to all school staff including volunteers, temporary and fixed term staff, casual staff and governors responsible for and involved in recruitment and selection. The Governing Body will liaise with the local authority where required.

3. Legislation and Guidance

3.1. In recruiting all staff, the following guiding principles will apply:

3.2. Safer Recruitment – The safeguarding of young people is a priority for our organisation. There must be compliance with safer recruitment procedures and processes. All individuals responsible for recruitment and selection have a duty to scrutinise documentation and comply with appropriate regulatory body requirements including the DfE statutory guidance contained in Keeping Children Safe in Education.

3.3. **Equitable and Fair** – We will safeguard individual's rights to fairness and equality of opportunity in conjunction with the business needs and values of the organisation. We promote diversity in the workforce.

3.4. Any candidate with a disability will not be excluded unless it is clear that the candidate is unable to perform a duty that is intrinsic to the role, having taken into account reasonable adjustments. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All disabled applicants who meet the minimum requirements of the job as set out in the job description and employee specification will be guaranteed an interview.

3.5. **Consistent and Objective** - The selection criteria will be communicated at the outset of the process and consistently adhered to throughout each recruitment and selection activity, with clarity of process and policy for managers and applicants.

3.6. **Merit Principle** – Recruitment and selection will be solely on the basis of the applicant's abilities and individual merit as measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job. The candidate determined to be the best match with the stated requirements of the role (detailed in the person specification) should be offered the post.

3.7. **Efficient and effective** – The process will ensure best value and the best outcome for the organisation.

3.8. **Maximising Existing Human Resources -** It is the organisation's policy that all vacancies will be advertised internally and not just externally (ring fenced if necessary) and existing staff are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. The organisation aims at all times to recruit the person who is most suited to the particular job.

3.9. Appointing managers are expected to consider redeployment of existing staff prior to recruiting externally, particularly during a period of change when significant numbers of staff are likely to be displaced.

3.10. **Approach -** Those responsible for recruitment and selection will ensure that all applicants and candidates are treated in a non-discriminatory way, with the focus on the needs of the job and the skills required to perform it effectively.

3.11. **Accountabilities -** The appointing manager is responsible for ensuring the recruitment and selection process is administered in line with this policy. The appointing manager should determine whether a vacancy should be recruited to and seek the appropriate authority to progress (as required). They should undertake job design and analysis, establish a selection panel, manage a valid selection process, and any associated administrative arrangements. The appointing manager should ensure that the process is compliant. If they choose to delegate parts of this task to others, overall accountability still remains with the appointing manager.

3.12. At least one member of the interview panel must be trained in Safer Recruitment principles as identified in Keeping Children Safe in Education. The chair of the interview panel is responsible of ensuring that other panel members comply with the relevant Safer Recruitment legislation and guidance.

3.13. If a member of staff involved in the selection process has a close personal or familial relationship with any applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the decision-making process. Where appropriate they will remove themselves from the interview process.

3.14. **Responsibilities** - The Governing Body has overall responsibility for staffing matters; however, they may delegate this responsibility to the Headteacher, or an individual governor or committee of governors working with or without the Headteacher. The appointed person leading the recruitment and selection retains accountability and responsibility for the process and decision making.

3.15. Where responsibility is delegated, the Headteacher may involve other governors in selection processes, for example in interviewing candidates and consulting on their suitability.

4. Safer Recruitment and Selection Process

4.1. Advertising

Prior to advertising a vacancy, the job description and person specification for the job will be either drafted or reviewed and updated. The job description should specify the postholder's responsibilities for safeguarding young people and the person specification should set out the required skills and competencies to demonstrate this commitment.

4.2. All advertisements must include the organisation's statement demonstrating its commitment to safeguarding young people and safer recruitment practice which is:

This school is committed to safeguarding and promoting the welfare of children and expect all staff and

to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); medical fitness; identity and right to work. All applicants will be required to provide two suitable references.

4.3. The safeguarding policy is available on our website for prospective candidates to access.

4.4. It will not be necessary to advertise all job vacancies externally. The organisation may advertise a vacancy in such manner, as it considers appropriate.

4.5. **Application forms**
Applications will only be accepted on the organisation's standard application form. CVs will not be accepted and if provided, will not be considered during the shortlisting process.

4.6. Application forms advise candidates that it is an offence to apply for the vacancy if the applicant is barred from engaging in regulated activity relevant to children.

4.7. A copy the school's Child Protection Policy is available on the organisation's website and upon request.

4.8. **Shortlisting**
Applications will be assessed against the criteria identified in the person specification on the organisation's standard shortlisting matrix form. The shortlisting panel will be a minimum of two individuals and the applicants will be scored against the scoring criteria.

4.9. The shortlisting panel should annotate the application forms to identify any employment gaps or matters that need to be followed up or explored at the selection and interview stage.

4.10 In accordance with Keeping Children Safe in Education the preferred choice candidate will be required to provide their social media/networking account information. This information will be used to carry out an online search as part of the organisation's due diligence checks and may help to identify any incidents or issues that have happened, and are publicly available online, which the organisation might want to explore with the candidate prior to appointment. The organisation's Privacy Notice for recruitment can be located on the organisation's website.

4.10. Shortlisted candidates will be sent an invitation for an interview that will reiterate the organisation's commitment to safeguarding and the requirement for pre-employment checks

4.11. Only shortlisted candidates will be asked to complete a self-disclosure from, of their criminal record or information that would make them unsuitable to work with children.

4.12. Applicants will be asked to sign the declaration confirming the information provided is true and where an electronic signature has been provided, the shortlisted candidate should physically sign a hard copy of the form at the point of interview.

4.13. Identity and proof of right to work in the UK should be checked at interview stage.

4.14. **Selection Activity and Interview**
The interview panel/s must consist of at least one individual who is safer recruitment trained. The panel/s will ask pre-determined questions and record responses on the organisation's standard interview notes

form, marked against the scoring criteria

4.15. Where a number of selection activities have taken place, the scores and feedback from those activities will be taken into account before a decision is made. A weighting can be applied to selection activities if appropriate.

4.16. Candidates will be asked questions relating to safeguarding and child protection that are specific to their role and position within the organisation.

4.17. The organisation does not make payment for interview expenses.

4.18. **References**

References will be requested prior to interview, where possible, and be available to the chair of the interview panel on the day of selection and interview. References must also be obtained for internal candidates. One of the referees must be from an appropriate senior professional employed by the candidate's current or most recent employer. The organisation reserves the right to seek a reference from the most senior professional from the candidate's current or most recent employer even if they are not listed as a referee on the candidate's application form. Open references or those provided by the candidate will not be accepted.

References must be requested using the organisation's standard reference request form

4.19. The appointing manager is responsible for cross-referencing employment dates and job detail with the candidate's application form. Any discrepancies or issues should be explored, and all the facts should be available to the panel before any conditional offer of employment is made.

4.20. The organisation will provide a reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will be provided on the organisation's own standard reference form and will be from the Headteacher. If employees leave the organisation and require a reference to be provided in the future upon formal written request, they must give their consent to this before leaving the organisation and a note will be kept on their personnel file of their wishes in this regard. Where no "appropriate" reference/s can be made (e.g. no previous employment or solvency of a company) the school can consider the person as a volunteer and after an agreed period of time complete a "school reference".

After a period of two years has elapsed since the employee has left Hednesford Valley High employment the organisation will provide a basic reference for current employees when formally requested, in writing, to do so by a prospective employer. The reference will confirm employment details, any formal processes and suitability to work with children. No further information will be provided. This information will be provided on the organisation's own standard reference form for this purpose and will be from the Headteacher. If employees leave the organisation and require a reference to be provided in the future upon formal written request, they must give their consent to this before leaving the organisation and a note will be kept on their personnel file of their wishes in this regard.

4.21. **Pre-employment Checks**

Relevant documentation must be fully completed at each stage of the process. This will include the verification of original documents of candidates at the interview stage and the completion of all necessary pre-employment checks as specified in the DfE Keeping Children Safe in Education guidance document which includes but is not limited to, a Disclosure and Barring Service Check, Teacher Prohibition Check, Childcare Disqualification, satisfactory references, medical assessment, overseas checks (if the applicant has lived overseas in the last 3 years) and Section 128 checks as appropriate. The pre-employment checking and appointment process will not be circumvented for the sake of expediency. There can be

times where no qualification certificate can be made (e.g. lost). Where this occurs, the school can consider job description criteria as another method of check (e.g. where the requirement was identified qualification or relevant experience). The school could also appoint, with the understanding and timed agreement that the individual will prove or complete new/relevant qualifications.

4.22. At the end of the selection process, the preferred choice candidate will be made a conditional offer of employment subject to the acquisition of satisfactory pre-employment checks. Failure to satisfy all pre-

employment checks may result in the withdrawal of a conditional offer of employment.

4.23. All pre-employment checks must be recorded on the Single Central Record in line with the guidance published in Keeping Children Safe in Education. Documents verifying the employee's identity, right to work and required qualifications will be retained on their personal file.

4.24. If the Headteacher requires an individual to start work in regulated activity before the DBS certificate is available, then a risk assessment must be completed and held on the personnel file. The Headteacher will make the decision as to whether it is appropriate for this person to start employment after reviewing this document. As a minimum, the individual must be appropriately supervised and all other checks, including a barred list check, must have been completed.

4.25. Where an existing employee changes role, additional checks should be completed applicable to the role, for example, when an employee moves into regulated activity. If there are any concerns about an employee or an employee does not have a DBS check because it was not applicable at the time of their appointment and their role has changed over time, it would be appropriate to complete a DBS check.

5. Single Central Record

Central Record of Pre-Employment Checks In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements. The record will contain details of checks on the following people:

- All staff who are employed to work at the school
- All staff who are employed as regular supply staff to the school whether employed directly by the school or local authority or through an agency
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.
- The record of checks will be kept up to date by the SBM and be readily available for Ofsted and HM Inspections.
- For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school requests written confirmation from the supply agency that it has satisfactorily completed all relevant checks.
- Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. The school does not need to carry out or see the checks itself except where there is information contained in the DBS disclosure. Information disclosed as part of a DBS Disclosure will be treated as confidential.
- The central record will indicate whether or not the following have been completed:
    - • Identity checks Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate
    - • Checks of permission to work in the United Kingdom
    - DBS check
    - Further overseas records, checks where appropriate. Members of Staff who have lived outside the United Kingdom Newly appointed members of staff from outside the United Kingdom undergo the same checks as for all other members of staff at HVH school. In addition:
    - Follow up references with telephone calls is good practice for all recruits
    - Further checks can be made by HVH as it considers appropriate, taking into account

guidance provided in Safeguarding Children – Every Child Matters
- Information on how long the individual has been in the United Kingdom.

6. Adults working with children who are not employed directly by the school

6.1. Supply Staff

The organisation will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives for work.

6.2. Volunteers

The organisation will require the volunteer to complete a short application form confirming their work experience and providing contact details for at least two appropriate referees.

6.3. The organisation carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised, in accordance with legislation and any risk assessment carried out by the organisation.

6.4. Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the organisation will require proof of DBS enhanced clearance with barred list check as appropriate and will carry out identity checks when the student arrives on site. We will also require students to complete the Childcare Disqualification Declaration if they are working within an EYFS or later years care setting.

6.5. Students on work experience

Students on work experience will always be supervised. Any student over the age of 16 may be required to complete a Disclosure and Barring Service check depending on the nature of the work experience.

6.6. Contractors

The organisation will ensure that contractors, or any employee of the contractor, working on site has been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children. The organisation will check the identity of contractors and their staff on arrival.

6.7. This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.

7. Data Protection

7.1. The organisation will comply with the provisions of the Data Protection legislation in the UK. Employee data will be processed by the organisation in accordance with the principles of that legislation, as necessary for the performance of the employee's contract of employment and/or the conduct of the organisation's business and/or compliance with a legal obligation. The organisation will ensure that personal information about an employee, including information in personnel files, is securely retained. Information about securing, storing and retaining documentation relating to recruitment and selection is contained within the organisation's Privacy Notice and Data Protection Policy.

7.2. Evidence of pre-employment checks and supporting documentation will be retained on your personnel file in accordance with statutory guidance.

8. Dissemination and Review

The policy will be disseminated widely both Staff and Governors through appropriate meetings.

The policy will be reviewed periodically or during periods of reflection or need.