

Earlscliffe (Sussex Summer Schools)

SAFER RECRUITMENT POLICY

Statement of Intent

“Earlscliffe is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All appointments are subject to a satisfactory enhanced DBS disclosure.”

As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DFES/04217/2006, The Independent Schools Standards Regulations 2007 and the Safeguarding Vulnerable Groups Act 2006, the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Recruitment Policy.

Recruitment and vetting checks

1. Recruitment Process

1a. Advertising

The School’s safeguarding statement is to be included in all job advertisements.

1b. Recruitment Team When a position becomes vacant a Recruitment Team will be formed, which will undertake procedures to ensure a safe and successful appointment. At least one member of the team will have undertaken safer recruitment training, ordinarily a member of SLT. The team will consist of:

For the recruitment of Academic Staff

The Head Teacher and Deputy Head, and other subject staff as appropriate.

For the recruitment of Support Staff , The Head Teacher and the School Manager. In the appointment of senior positions, at least one other member of senior staff with responsibility in the appropriate area

1c. Application Form The application form plays an important part of the school’s selection process and all applicants should complete it as fully and effectively as possible. CV’s alone are not acceptable and application forms must be fully completed to ensure that the recruitment selection panel receives consistent and equal information from all applicants. The application form requires the applicant’s full name and any previous name. It also requires the applicant’s secondary school, employment, voluntary and other history with no gaps. Reasons for leaving all previous posts are requested. All applicants must provide the names of two referees including the current or most recent employer.

1d. Job Description and Person Specification

This contains the school’s safeguarding statement and states clearly the need for the enhanced DBS requirements. The job description lists the main responsibilities and

duties of the position, which the successful applicant will undertake. The person specification describes the skills, experience and qualifications the school is looking for.

1e. Short listing All application forms received will be carefully read and considered independently by the Recruitment Selection Panel and a short list drawn up.

1f. Interview

Teaching staff The Deputy Head will co-ordinate all teaching interviews and will liaise directly with the Recruitment Selection Panel and applicants short-listed.

Support staff The School Manager will co-ordinate all support staff interviews with the Recruitment Selection Panel and the applicants short-listed.

Notes taken at interview will be dated and kept on file.

1g. Equal Opportunities The school promotes employment practice designed to eliminate discrimination. Therefore our aim is

To ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, religion, disability, ethnic or national origins, sexual orientation or social class.

All job applicants will be treated equally and fairly in the recruitment process as stated in this policy.

The successful applicant will be recruited and trained on the basis of ability, experience and skill to undertake the job successfully as defined within the job description and person specification.

2. Vetting checks

2a. References Two professional references must be provided. These should always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies must be followed up. Direct contact by telephone is required with each referee to verify the reference. Each referee must complete in full the Safer Recruitment Practice Form.

2b. Previous Employment History Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. The Personnel Department will contact applicants directly in the event that there are employment gaps on the application form.

2c. Safeguarding All successful applicants must certify and agree that they understand the implications and details of the Children Act 2004.

2d. Identity Checks All successful applicants must bring to their interview proof of identity. Acceptable proofs of identity may include birth certificate, driving licence or passport combined with evidence of proof of address. Applicants who are unable to bring these to interview must do so before taking up appointment.

2e. DBS Disclosure An enhanced DBS disclosure is required for all new appointments to the school. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred. The DBS Disclosure should be obtained before an individual starts work. In exceptional circumstances an individual may be allowed to commence employment pending receipt of the DBS Disclosure providing:

- i. All necessary paperwork has been provided and checked
- ii. The individual is appropriately supervised at all times by an employee who has had an enhanced DBS check. Such supervision will take into consideration the nature of their duties and level of responsibility.
- iii. a timeframe is set, ie a limited period defined for such an arrangement

If the successful candidate has previously work in establishments with children or vulnerable adults and references have not been obtained as a matter of course, further checks will be carried out by the College Office.

2f. Medical Fitness

Once a conditional offer of employment has been made the school will require all successful academic and support staff applicants to complete a medical questionnaire prior to taking up the post.

2g. Qualification Requirements Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. Applicants will be asked to provide these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment.

2h. *Overseas checks* All new appointments where persons have lived outside the UK are subject to additional checks as deemed necessary. These checks will include criminal records information being sought from countries where the applicants have worked or lived. These checks must be complete before the individual commences work.

The Bursar will be responsible for co-ordinating these directly.

3. Conditional Offer of Appointment

An offer of appointment will be made only after the candidate's referees have been telephoned to confirm they are *bona fide*. The letter will make it clear that the offer is subject to satisfactory DBS Disclosure, medical fitness for the intended role and satisfactory written references.

Documentation Check List (New Employee)

New employees must not start working for the School until Personnel have confirmed the start date – which cannot be until Personnel have: received this form and the DBS form is being processed (once this is underway supervised work may be confirmed)

NB: It is the duty of the signatory below to ensure the new employee attends the next sessions on all relevant training, i.e. Safeguarding, Health & Safety, etc.

New Employee

Name

Department

DOCUMENTATION ATTACHED (please tick)

New starter's Form- (Coaches/Language Assistants & all other Support Staff require form to be fully completed)

Application Form (fully completed)

Check made for gaps in employment

Names of two referees provided (HR to take up written references unless otherwise agreed)

Safer Recruitment Practice Form (fully completed)

Verbal References Taken Yes (attached) / No

Copies of ID (signed and dated)

Copies of qualifications (as appropriate for post)

Interview Notes (attached ?)

Job Description

Other documentation please itemise: e.g. Visa/certificate of good conduct required?

Medical Declaration

Any other comments

I understand any recruitment going forward by a manager that does not comply with these Safer Recruitment Procedures will be a serious disciplinary matter.

Signed (Recruiter) Date

Senior Manager sign-off

PLEASE RETURN TO: Bursar

ID

List of valid identity documents:

Passport

Driving Licence

Utility Bill (dated less than 3 months)

Proof of NI number

The DBS check requires Personnel to see at least three documents from the above list.

If a person does not have three of these Personnel have a more extensive list of acceptable forms of ID.

When photocopying a passport please copy the photo page, the front cover and (if applicable) the Visa page.

Visa

The School must have advertised the vacancy in the Job Centre for at least four weeks before offering the position to a foreign national (outside the EU) who does not have a Visa.

If a foreign national has a Visa in their passport that allows them to take up employment in the UK please flag this up in the 'any other comments box'.

Certificate of Good Conduct

If the person named overleaf has worked or lived outside the UK, the School will require a Certificate of Good Conduct from their country of origin. It should be noted that the person themselves is required to obtain this and not the School.