



Corley Centre

SAFER RECRUITMENT POLICY

Policy Review

This policy will be reviewed in full by the Governing Body every three years.

The policy was last reviewed and agreed by the Governing Body on 16th November 2016.

Policy Reviewed	July 2013 – to Resource Committee mtg 09.10.13
Next Review	Autumn 2016
Next review	Autumn 2019

Review Autumn 2016

Updates, additional and deletions

Amendment

CRB replaced with DBS within policy

Introduction

Amendment

- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "**Safeguarding Children: Safer Recruitment and Selection in Education Settings**" and the code of practice published by the Disclosure and Barring System (DBS);
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "**Keeping children safe in education Statutory guidance for schools and colleges**" September 2016 and the code of practice published by the Disclosure and Barring System (DBS);

Inviting Applications

Addition

Advertisements for posts – whether in newspapers, journals or on-line, **including the schools own website** – will include the statement:

Amended

Applicants pack will contain:- Job description, person specification, **details of Corley Centre**, letter to the applicant detailing relevant dates and details, application form and Equal Opportunities data form. All documents will be reviewed and updated regularly.

Applicants pack will contain:- Job description, person specification, **school website address so candidates can obtain details of Corley Centre**, letter to the applicant detailing relevant dates and details, application form and Equal Opportunities data form. All documents will be reviewed and updated regularly.

Addition

Applications via employment agencies are not accepted and adverts confirm this detail

Interview Arrangements

Amended

For **all curriculum** posts – interviews will consist of a formal Interview, desktop task **and/or observed lesson**, student panel interviews.

For all other posts – interviews will consist of a formal interview, desktop task and student panel interviews.

Pre-employment Checks

Amended

In accordance with the recommendations of the DfE in "**Safeguarding Children: Safer Recruitment and Selection in Education Settings**" the school carries out a number of pre-employment checks in respect of all prospective employees.

In accordance with the recommendations of the DfE in "**Keeping children safe in education Statutory guidance for schools and colleges**" September 2016 the school carries out a number of pre-employment checks in respect of all prospective employees.

Updated to comply with new DfE regulations

Pre-employment Checks

In accordance with the recommendations of the DfE in "**Keeping children safe in education Statutory guidance for schools and colleges**" September 2016 the school carries out a number of pre-employment checks in respect of all prospective employees.

- Verification of identity and address
 - a) All successful applicants will be required to provide the evidence of identity and address Only documents from DBS guidance are accepted (Appendix 2)
 - b) Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- Obtains enhanced DBS certificate
- Verifies the candidate's mental and physical fitness to carry out their work responsibilities. (Appendix 3)
 - a) A Pre-employment Health Questionnaire is completed by all successful applicants and forwarded to the Local Authority Occupational Health team who will confirm their fitness for work. Note – documentation will only be sent to the school if the employee has disclosed an issue on the form
- Verification of the person's right to work in the UK.
 - a) All successful candidates are obliged to provide their passport to confirm their right to work. If a UK passport is

not available they must provide other documentation as requested by the Local Authority HR team.

- If the candidate has lived or worked outside the UK, additional overseas checks will be completed as per DFE guidance
- Verification of professional qualifications
 - a) All successful candidates are obliged to provide site of original qualifications
 - b) Teachers are checked against the DFE Teachers Services system.

Addition

Teacher Prohibition Orders

A check of any prohibition is carried out using the DFE Teacher Services' system.

New section – TEMPORARY STAFF has been added.

New section - STAFF FROM EXTERNAL AGENCIES / SUPPLIERS has been added

CORLEY CENTRE SAFER RECRUITMENT POLICY

Introduction

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;
- 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;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in " Keeping children safe in education Statutory guidance for schools and colleges" September 2016 and the code of practice published by the Disclosure and Barring System (DBS);
- to ensure that the school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

At least one member of the shortlisting and interview panel has successfully received accredited training in safe recruitment procedures.

PERMANENT EMPLOYEES

Inviting Applications

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

“Corley Centre is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. DBS checks will be completed for all posts”

A timetable for the process should be decided setting all the required dates e.g. short listing, interviews etc.

Applicants pack will contain:- Job description, person specification, school website address so candidates can obtain details of Corley Centre, letter to the applicant detailing relevant dates and details, application form and Equal Opportunities data form. All documents will be reviewed and updated regularly.

The Application form will be the standard Local Authority form which seeks all relevant information.

Information within the application pack will include a clear statement on the schools commitment to Safeguarding children

Recruitment and Selection Procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum vitae will not be accepted in place of the completed application form.

Applications via employment agencies are not accepted and adverts confirm this detail

The names of the shortlisting panel and interview panel will be kept together with details of the interview questions and outcome.

Applications forms will be scrutinised to identify any discrepancies / anomalies / gaps in employment. These will be noted and further work undertaken if the candidate is considered for short listing.

Short listing will always be an activity undertaken by at least two people. At this point any concerns around application forms will be shared.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

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

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.

Seeking References

- These will always be sought directly from the referee and in writing. (Appendix 1)
- Specific questions relevant to the post will be included for comment by the referee.
- A specific question on the applicant's background in relation to safeguarding included.
- A statement about liability of accuracy will be included.

References

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

1. The applicant's dates of employment, salary, job title/duties, reason for leaving, performance and disciplinary record.
2. Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired).
3. Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.
4. The candidate's suitability for working with children and young people.
5. The candidate's suitability for this post.

The school will only accept references obtained directly from the referee on the official form with all sections completed. It will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The school will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Invitation to Interview

Invitation to interview will be made by telephone, letter or email. If by telephone relevant written instructions will be then sent by either post or email. The invitation will include all relevant information and instructions.

Interview Arrangements

For all curriculum posts – interviews will consist of a formal Interview, desktop task and/or observed lesson, student panel interviews.

For all other posts – interviews will consist of a formal interview, desktop task and student panel interviews.

Interviews may also consist of a presentation where applicable.

- There will always be at least three people interviewing of which one will have successfully completed the Safer Recruitment Training.
- For appointment of a Headteacher a member of the interview panel will be a Local Authority representative
- Panel members will have the authority to appoint.
- They will have met to agree questions/assessment criteria prior to the interview.
- They will have discussed any issues arising from the application forms and references and the approach they intend to take to deal with them.
- If all references have not been received then only conditional offers of appointment will only be made.

The school will retain the interview paperwork for the successful candidate within their file.

A decision and an offer of appointment will be made on the day of interview, where possible. The Headteacher or Chair of Governors will contact the successful candidate to make a verbal offer and to ensure the candidate wishes to accept the post.

The offer is made conditionally subject to pre-employment checks.

The appointment of Head Teacher or Deputy Head will be ratified by the Governing Body.

Pre-employment Checks

In accordance with the recommendations of the DfE in " Keeping children safe in education Statutory guidance for schools and colleges" September 2016 the school carries out a number of pre-employment checks in respect of all prospective employees.

- Verification of identity and address
 - c) All successful applicants will be required to provide the evidence of identity and address
Only documents from DBS guidance are accepted (Appendix 2)
 - d) Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.
- Obtains enhanced DBS certificate
- Verifies the candidate's mental and physical fitness to carry out their work responsibilities. (Appendix 3)
 - b) A Pre-employment Health Questionnaire is completed by all successful applicants and forwarded to the Local Authority Occupational Health team who will confirm their fitness

for work. Note – documentation will only be sent to the school if the employee has disclosed an issue on the form

- Verification of the person's right to work in the UK.
 - b) All successful candidates are obliged to provide their passport to confirm their right to work. If a UK passport is not available they must provide other documentation as requested by the Local Authority HR team.
- If the candidate has lived or worked outside the UK, additional overseas checks will be completed as per DFE guidance
- Verification of professional qualifications
 - c) All successful candidates are obliged to provide site of original qualifications
 - d) Teachers are checked against the DFE Teachers Services system.
- A check of any Teacher Prohibition Orders is carried out using the DFE Teacher Services' system.
- Formal offers are only made once 2 references have been received and checked.

Disclosure and Barring System (DBS)

Due to the nature of the work, the school applies for Disclosure and Barring certificates from the Disclosure and Barring System (DBS) in respect of all prospective staff members, governors and volunteers.

The school will always request an Enhanced Disclosure as described below.

An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where the school uses staff from supply agencies, contractors etc then the school expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the school will commission services from any such organisation.

Retention and Security of Disclosure Information

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the school will:

- Store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's Senior Leadership Team.
- Not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the school will not retain such information for longer than 6 months
- the school will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken.
- Ensure that any disclosure information is destroyed by suitably secure means such as shredding prohibit the photocopying or scanning of any disclosure information.

The school complies with the provisions of the DBS code of practice, a copy of which is available on request.

Retention of Records

If an applicant is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the school to keep their details on file.

Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the school.

TEMPORARY EMPLOYEES

Supply Staff

All supply agencies used by Corley Centre have rigorous checking systems. (Appendix 4)

All supply staff are required to sign in at main reception and produce photographic ID. Confirmation of their DBS clearance is received via email.

No supply staff are permitted to work with students until DBS and ID are confirmed.

On their first visit to our site, supply staff are provided with an information booklet (Appendix 5)

Volunteers

All volunteers will have an informal interview with a member of SLT. References will be sought and identity and DBS checks completed prior to them working with our students.

Volunteers would not have regular unsupervised access to our students.

Work Placement

Work Placements are only accepted from recognised universities or professional bodies. All work placement candidates will have an informal interview with a member of SLT. Confirmation from the candidates training body that the placement has been judged to be suitable to work with children will be sought.

Identity checks will be completed and confirmation of DBS clearance sought.

Work Placements would not have regular unsupervised access to our students.

Governors

School Governors, other than staff, will have DBS clearance and identity checks. Governors are appointed following Coventry City Council procedures.

STAFF FROM EXTERNAL AGENCIES / SUPPLIERS

Staff working with our students from other agencies, i.e. Speech and Language / Learning and Behaviour support are required to provide photographic proof of their identity and confirmation of their DBS clearance will be sought from their employers, prior to them engaging in work with our students.

Persons working on site but not directly with student's i.e. cleaning staff, external premises staff are required to provide photographic identification and are subject to our Visitors Safeguarding risk assessment (Appendix 6)

REVIEWING THE POLICY

This policy will be reviewed every three years, unless circumstances dictate that it should be reviewed sooner. The policy will be reviewed and revised by the School Business Manager and approved by the Governing Body.

Signed

Headteacher

Chair of Governors

Date:

Date:



Corley Centre

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Coventry
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Fax: 01676 542577

E-mail: clerical@corley.coventry.sch.uk

Headteacher: Lisa Batch

REFERENCE REQUEST

APPLICANT'S NAME:

POST APPLIED FOR:

REFEREE'S NAME:

REFEREE'S POSITION / ORGANISATION / SCHOOL:

You are reminded that you have a responsibility to ensure that the reference provided is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.

Please confirm the following details:

Applicant's period of employment with you: From: _____ To: _____

Applicant's current / last job title:

Referee's work relationship with the applicant (i.e. Headteacher, Chair of Governors):

How long have you known the applicant:

Applicant's current annual salary and pay grade

Suitability / Capability:

Please comment on the applicant's suitability and capability for this post and describe how s/he meets the person specification (continue on a separate sheet if necessary):

Standard of Work:

Please ring: Outstanding Good Satisfactory Cause for concern

Comments:

Attitude (Honest / reliable / trustworthy etc):

Comments:

Working Relationships:

Please comment on the effectiveness of the applicant's working relationship with other people (e.g. children, young people, colleagues, parents, etc.):

Suitability to work with Children / Young People:

Are you completely satisfied that the applicant is suitable to work with children and / or young people?
Yes / No

If No, please provide specific reasons:

Misconduct:

Has the applicant ever had an allegation against them or been under investigation or the subject of a disciplinary enquiry or warning? Yes / No

If Yes, please provide details (including allegation, outcome and date):

Strengths:

Areas for improvement:

Timekeeping:

Please comment on the applicant's punctuality and reliability:

Would you re-employ this person?

Yes/No

If no, please state your reason:

Signed:

Name:

Date:

Appendix 2

Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, eg embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

Group 2a: Trusted government documents

Document	Notes
Current driving licence photocard - (full or provisional)	All countries outside the EU (excluding Isle of Man and Channel Islands)
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, Channel Islands and EU
Birth certificate - issued after time of birth	UK, Isle of Man and Channel Islands
Marriage/civil partnership certificate	UK and Channel Islands
HM Forces ID card	UK
Firearms licence	UK, Channel Islands and Isle of Man

All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months

Document	Notes	Issue date and validity
Financial statement, eg pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Work permit or visa	UK	Valid up to expiry date
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, eg Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, eg from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EU National ID card	-	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid

Appendix 3

Coventry City Council Pre Employment Health Questionnaire.

Appendix 4

Safer recruitment vetting system details Just Teachers and Hays.

Appendix 5

Temporary staff information booklet