



Beths Grammar School

Safer Recruitment Policy

1. Introduction

The purpose of this policy is to set out the requirements for the recruitment of teaching and support staff to Beths Grammar School. The aim is 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.

Decisions regarding remuneration for posts will be made in accordance with the school's Pay Policy.

2. Statutory Requirements

The policy takes into account the provisions of 'Keeping Children Safe in Education' (DfE September 2016 or most recent). The Academy Trust will ensure that the statutory requirements for the appointment of some staff – notably the Headteacher and Deputy Headteachers – will be met. Requirements will change from time to time and this policy will be updated accordingly.

3. Equal Opportunities

The Governors of the school will abide by the existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The Governors will promote equality in all aspects of school life, including in regard to the recruitment of staff.

4. Identification of Recruiters

Subject to the availability of training, the school will ensure that at least the Headteacher and at least one governor have successfully completed accredited training in safer recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

5. Advertising and Inviting Applications

- 5.1 Advertisements for posts – whether in newspapers, journals or online – any application information issued to prospective candidates will include the following statement:

“Beths Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).”

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

- Job description and person specification
- The school’s Safer Recruitment Policy (this document)
- The selection procedure for the post
- An application form.

Applicants will also be made aware of the relevant school policies, including the Safeguarding and Child Protection Policy.

5.3 Advertisements for teaching posts will normally be placed on the school website and may also be placed on a suitable national website.

5.4 Advertisements for support staff posts will normally be placed on the school website and may also be placed on an appropriate local or national website, or if required, in a local newspaper, recruitment paper, or through local relevant noticeboards (e.g. Post Office).

5.5 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered the permanent post without further advertising. Such appointments will be reported to the Governors’ Human Resources Committee.

5.6 For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and, in some cases, may also be placed on national websites.

5.7 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally. Other permanent posts like HoYs will also normally be advertised internally, but may be advertised externally depending on the needs of the school.

5.8 Advertisements will specify: the main subjects to be taught and/or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term; and, in the case of fixed term contracts, the end date of the contract. The remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

6 Advertising and Inviting

6.1 Prospective applicants for externally advertised posts will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter or be entirely downloaded from a national teaching website. Other forms of curriculum vitae are not acceptable in place of a completed application form. In the case of posts that are only advertised internally, a letter of application may replace the application form.

6.2 Applications received after the published closing date will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay or

other special circumstances. Applicants are advised to submit their applications by e-mail to avoid late arrival. The school reserves the right to extend the deadline for applications should circumstances dictate.

7 Short-Listing and References

- 7.1 Where a large number of applications are received, a long-list of the most suitable candidates will be selected. For the post of Headteacher, the Governors will convene a long-listing panel. For other Senior Leadership posts, Governors will form part of the panel along with the Headteacher. For all other posts, senior leaders will form the long-listing panel.
- 7.1.1 The long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.
- 7.1.2 In those cases where a small number of applications are received references may be requested for all applicants obviating the need for long listing.
- 7.2 Short-listing will take place against the person specification for the post. References will be sought for all short-listed candidates. Where possible, references will be sought prior to interview so that any discrepancies can be probed during interview. The short list will be compiled by a similar panel to that involved in long-listing when relevant.
- 7.3 For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received in order to reduce the time from the closing date to making the appointment. The school reserves the right to close applications early in order to meet the aims of this policy, although the expectation is that in the majority of application processes this will not be the case.
- 7.4 References will be sought directly from the referee(s).
- 7.5 References or testimonials provided by the candidate will not be accepted.
- 7.6 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written note will be kept of such exchanges.
- 7.7 Where necessary, previous employees who have not been named as referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written note will be kept of such exchanges.
- 7.8 If a teaching candidate is not currently employed as a teacher, checks will be made with their most recent school, college or local authority to confirm details of their employment and the reasons for leaving.
- 7.9 Referees will always be asked specific questions about:
- The candidate's suitability for working with children or young people
 - Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
 - The candidate's suitability for the post.
- 7.10 School employees are entitled to see and receive, if requested, copies of their employment references. Each reference produced by a member of staff at Beths

Grammar School, for another colleague, will be forwarded to the Headteacher for consideration prior to issue and will be kept on a central file.

7.11 Internal applicants will not normally be required to provide references.

8 The Selection Process

8.1 Selection techniques will be determined by the nature and duties of the vacant post. Teaching staff will be required, whenever possible, to give a demonstration lesson in front of school staff. Leadership posts will normally require the candidates to undertake a series of tasks and, if deemed appropriate, a series of panel interviews.

8.2 In all circumstances, candidates who are successful in the initial phase of selection will be required to attend an interview. Unsuccessful candidates will not be retained for interview.

8.3 Interviews will always be face-to-face. In rare circumstances, e.g. if the prospective candidate is abroad, this may be conducted via a visual electronic link. Telephone interviews may be used at the short-listing stage but are not an alternative to face-to-face contact.

8.4 Candidates will always be required to:

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

9 Employment Checks

All successful applicants are required to:

- Provide proof of identity (e.g. passport; driving licence photocard)
- Complete an enhanced DBS disclosure application and receive satisfactory clearance

The school will

- Obtain a barred list check if the individual will start work in regulated activity before the DBS certificate is available
- Make an internet check using the PREVENT duty to identify if there are any issues arising around the successful candidate regarding extremism, terrorism.
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access On-Line service
- Complete a confidential health questionnaire to verify the candidate's mental and physical fitness to carry out their work responsibilities
- Provide actual certificates of professional qualifications (teaching staff or where required)
- Provide proof of address (e.g. recent utility bill, bank or credit card statement)
- Provide proof of eligibility to live and work in the UK.

Documentation will be checked by a member of staff suitably trained in safer recruitment processes and a note will be made on the Single Central Register (SCR).

10 Confirming the Appointment

10.1 The final offer of employment will be subject to:

- A satisfactory enhanced DBS and barred list check
- Confirmation that the candidate does not live with a disqualified person (if the member of staff is expected to work with children under the age of 8)
- A check that the candidate is not subject to a prohibition order using the Employer Access Online Service (teachers only)
- Receipt of the completed health check questionnaire
- Receipt of final references from previous employers
- A valid work permit for overseas candidates
- The candidate's details having been added to the school's SCR.

10.2 The school reserves the right not to proceed with or to terminate employment with immediate effect if the DBS check reveals convictions which have not been declared on the application form or if any of the documents referred to in section 9 of this policy have been falsified or are unsatisfactory in any way.

11 Induction

11.1 All staff who are new to the school will receive induction training that will include the school's Safeguarding and Child Protection Policy and procedures, the PREVENT duty and guidance on safe working practices. Staff will be required to read the Staff Code of Conduct, Staff Handbook and the school's Safeguarding & Child Protection Policy. Staff will also be required to complete additional safeguarding training where appropriate to their employment.

11.2 Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education' (DFE).

11.3 Regular meetings will be held during the first three months of employment between the new employee and the appropriate line manager.

*Agreed September 2019
To be reviewed Summer 2022*