



**MERCHANT
TAYLORS'
SCHOOLS**

For Boys and Girls
aged 4 to 18 years

Safer Recruitment Policy

Title: Safer Recruitment Policy
Author: HR Advisor
Last Amended: September 2019
Review: September 2020

INTRODUCTION

The safer recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Merchant Taylors' Schools Crosby are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in, their roles. Merchant Taylors' Schools recognise the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process that is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation or identity, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

1 PURPOSE

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 vacant post;
- deter prospective applicants and identify and reject applicants who are unsuitable for work with children or young people;
- ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2019 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS);
- 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.

2 ROLES AND RESPONSIBILITIES

2.1 The governing body of the school will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with the Department for Education Guidance and legal requirements and monitor the school's compliance with them;
- Ensure that the appropriate staff have completed safer recruitment training.

2.2 The Head Teacher will:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes in statutory guidance;
- Ensure that all the appropriate checks have been carried out on staff and volunteers in the school;
- Monitor any contractors' and agencies' compliance with this document;
- Promote the safety and well-being of children and young people throughout this process.

The Governing Body has delegated responsibility to the Headmaster (teaching staff) and DFO (professional services staff) to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Headmaster / DFO.

3 IDENTIFICATION OF RECRUITERS

- 3.1 The School will have at least one person on the interview panel who has successfully received accredited training in safer recruitment procedures.
- 3.2 If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- 3.3 The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Merchant Taylors' Schools Crosby.

4 INVITING APPLICATIONS

- 4.1 To ensure equality of opportunity, the School will advertise all vacant posts - whether internally and/or externally - and these will include the statement:
"Merchant Taylors' Schools are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a satisfactory Enhanced Disclosure and Barring Service disclosure."
- 4.2 Prospective applicants will be supplied, as a minimum, with the following:
 - Job description and person specification;
 - School's Application form;
 - The School's Safeguarding Policy;

- The School's Safer Recruitment Policy.

- 4.3 All prospective applicants must complete, in full, an application form.
- 4.4 It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School. All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and referral to the police and/or the DBS.

All documentation relating to candidates will be treated strictly confidentially in line with the Data Protection Act 1998 and the General Data Protection Regulation.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification and job description for the post
- 5.2 For teaching staff, references for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at this stage. In these cases, references will be taken up directly after interview stage. For professional services staff, references for the successful candidate will be sent for following the interview.
- 5.3 Two references will be sought; one of these must be from the current/most recent employer. References must come from the individual's line manager from their previous organisation; where the previous employer was a school the reference should be provided by the Head Teacher.
- 5.4 If the current / most recent employment does / did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children where applicable.
- 5.4 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.
- 5.5 Where necessary, (if a reference form is not completed) referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and initialled by the person making the enquiry.
- 5.6 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. Prior consent must be obtained from the individual. A detailed written note will be kept of such exchanges and initialled by the person making the enquiry.

5.7 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, including the candidate's ability and willingness to promote fundamental British values.

6. INTERVIEWS

6.1 Candidates invited to interview will receive:

- A letter confirming the date, time and venue of the interview, including any other selection criteria;
- Details of those people on the selection panel;
- Details of any tasks that need to be undertaken as part of the interview process;
- A contact name and number is given to the candidates to ensure they have the opportunity to discuss the process prior to interview date.

Candidates will be asked to provide proof of identity & right to work in the UK. Documents taken during the process from candidates who are unsuccessful in their application will be kept for a period of six months and then destroyed confidentially.

7 THE SELECTION PROCESS

7.1 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.

7.2 Interviews will always be face-to-face and may include additional interview exercises, such as observations etc.

7.3 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 and their willingness and ability to promote fundamental British values.

8 PRE EMPLOYMENT CHECKS

8.1 An offer of employment will be conditional and for all successful applicants the following are required:

- proof of identity and right to work in the UK;
- an enhanced DBS online disclosure application, which will include a barred list check and satisfactory clearance;
- original certificates of qualifications deemed necessary by the school for the job role as detailed in the person specification / job description;
- an overseas police checks for any individual who within the last five years has lived or worked outside of the United Kingdom, irrespective of whether they are a British citizen or not;
- an online health questionnaire to verify medical fitness of the role;
- an application form;
- two references (one of which must be the current or most recent employer).

8.2 For positions that require "teaching work" the following apply;

- the School being satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership, or any predecessor or successor body, or by a regulator of the teaching profession in any other European Economic Area country which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School; and the School being satisfied that the applicant is not, and has never been, the subject of any proceedings before a professional conduct panel or equivalent body in the UK or any other country for any reason which prevents the applicant working at the School or which, in the School's opinion, renders the applicant unsuitable to work at the School;
- confirmation that the applicant is not subject to a direction under section 142 of the Education Act 2002 which prohibits, disqualifies or restricts them from providing education at a school, taking part in the management of an independent school or working in a position which involves regular contact with children;
- where necessary to the role, confirmation that the applicant is not subject to a direction under section 128 of the Education and Skills Act

2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school;

- where necessary to the role, completion of an Early Years Foundation Stage (EYFS) Declaration.

A personal file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment Training. The checklist will be retained on personal files.

Any information that is inaccurate or shows a discrepancy will be followed up, and the school reserves the right to retract any conditional offer based on unsatisfactory checks being received; if this should be the case a full reason will be given to the candidate by the recruiting manager. Following the satisfactory completion of all checks an unconditional offer will be sent to the candidate by HR who will also ensure that new members of staff are recorded on the Single Central Register.

9 CASUAL WORKERS

- 9.1 Casual workers may be engaged by the School to undertake work on an as and when basis. All of the checks listed at 8.1 and 8.2 must be completed. Due to the ad hoc nature of the assignments, casual staff are deemed to be workers rather than employees. Casual workers will be asked to sign a Casual Worker Agreement.

10 SUPPLY STAFF

- 10.1 Merchant Taylors' School will only use those agencies which operate a safer recruitment process and provide written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated strictly confidentially. These agencies should be able to demonstrate their staff have received appropriate safeguarding training. The School will undertake its own ID check for all supply staff.

11 PERIPATETIC STAFF

- 11.1 Merchant Taylors' School Crosby will require that all necessary checks and DBS requirements have been satisfactorily completed for all peripatetic staff. Peripatetic staff are considered to be contractors, rather than employees. All of the pre-employment checks listed at 8.1 and 8.2 are required.

12 GOVERNORS

- 12.1 The Governors of Merchant Taylors' School require the following checks prior to their appointment: enhanced DBS and Barred List check, two character references, proof of identity, and confirmation that the applicant is not

subject to a direction under section 128 of the Education and Skills Act 2008 which prohibits, disqualifies or restricts them from being involved in the management of an independent school.

13 CONTRACTORS AND AGENCY STAFF

- 13.1 Contractors engaged by the School must complete the same checks for their employees that the School is required to complete for its staff. The School requires confirmation that these checks have been completed before employees of the Contractor can commence work on any of the school's sites.
- 13.2 Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. The School must obtain confirmation that these checks have been completed before an individual can commence work at the School.
- 13.3 The School will independently verify the identity of staff supplied by contractors or an agency in and will require the provision of the original DBS certificate before contractors or agency staff can commence work at the School.

14 GUEST SPEAKERS

- 14.1 The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any guest speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.
- 14.1 The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any guest speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.
- 14.3 All guest speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff between appointments. At the end of the visit the visitor will be asked to report back to reception to sign out.
- 14.4 The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the Security Policy, the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this

country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."

- 14.5 In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

15 VOLUNTEERS

- 15.1 The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers).
- 15.2 Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils.
- 15.3 In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This will include the following:
- two character references from the volunteer's place of work or any other relevant source;
 - a CV;
 - proof of identity;
 - satisfactory enhanced DBS and barred list check;
 - an informal safer recruitment interview.

Volunteers will also be asked to sign a Volunteer Agreement.

16 SINGLE CENTRAL REGISTER OF STAFF

- 16.1 In addition to the various staff records kept in School, a single centralised record of all recruitment checks is kept in accordance with the Education Regulations 2017 requirements (Independent School Standards). This is kept up-to-date and retained by the Human Resources Office in School House. The Single Central Register will contain details of the following:
- all employees who are employed to work at the School;
 - all employees who are employed as supply staff to the School whether employed directly 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, peripatetic staff and

people brought into the School to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches etc.

The Safeguarding Governors will be responsible for auditing the Single Central Register and reporting their findings to the full Governing Body at the Education and Safeguarding Committee Meeting which takes place once per term.

17 RETENTION OF DATA

- 17.1 The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents detailed above.
- 17.2 This documentation will be retained by the School for the duration of the successful applicant's employment with the School. All personal information will be treated confidentially in line with the Data Protection Act 2018 and the General Data Protection Regulations.
- 17.3 The same policy applies to any suitability documentation / records obtained about volunteers involved with School activities.

18 ONGOING TRAINING

- 18.1 Merchant Taylors' school recognises that safer recruitment and selection is not just about the commencement of employment, but should be part of a larger policy framework for all staff as a result of this ongoing training and support will be provided for all staff throughout the year, with the support of the Designated Safeguarding Lead, records of this training will be kept within the HR office & on the personnel files of employee's.

19 INDUCTION

- 19.1 All staff who are new to the Schools will receive induction training that will include the Schools' safeguarding policies, guidance on safer working practices including the Code of Conduct, and the policy for the acceptable use of ICT and social media.
- 19.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

20 LEAVING MERCHANT TAYLORS' EMPLOYMENT

- 20.1 Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken

prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the National College for Teaching and Leadership.