

<p>Name of Policy: Recruitment and Selection Guidance</p>	<p>Version/Last Review Date: Oct 2021 (V4)</p>
<p>Documents linked to policy: Safeguarding Children and Safer Recruitment in Education (January 2007) Equality Act 2010 - Legislation.gov.uk Bichard Enquiry http://dera.ioe.ac.uk/6394/1/report.pdf http://eduwight.iow.gov.uk/the%5Flea/personnel/Criminal%5FRecords%5FBureau</p>	<p>Previous review date: February 2014 (V1) June 2016 (V2) Oct 2018 (V3)</p>
<p>Other Policies linked to this policy: Safer Recruiting</p>	<p>Next Review Date: Oct 2024 (V5)</p>
<p>Governor Committee Responsible</p>	<p>People & Resource Management FPP</p>

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

1. Introduction

- 1.1 The purpose of this guidance is to give help and assistance on the key points within the Recruitment and Selection process.
- 1.2 It is essential that there is a recruitment and selection policy to help deter people from applying who are unsuited to work with children and to ensure that a consistent, fair and thorough process is followed. Making safeguarding and promoting the welfare of children and young people is an integral factor in the recruitment and selection process and is an essential part of creating safe environments for children and young people.
- 1.3 This recruitment and selection guidance applies to all staff within schools; both teaching support staff, and volunteers.
- 1.4 When a head teacher is being appointed, Governors must use expertise outside the school for additional support and guidance.

2. Recruitment and Selection categories

2.1 Areas covered in this section are:

- Equal Opportunities
- Recruitment and Selection Training
- Pre-recruitment Process
- Interviews
- Conditional Offer of Appointment
- Maintaining a Safer Culture
- Volunteers
- Agency and Supply Teachers

3. Equal Opportunities

- 3.1 Fairness in how we recruit and select employees plays a significant part in creating an equal opportunities environment. Therefore, our aim must be that every internal and external applicant for a job within WNA is considered against criteria, which relate only to the requirements of the job.

3.2 **Discrimination against Applicants**

3.2.1 Unlike virtually all other employment legislation, an applicant can allege discrimination against an employer although there is no direct employment relationship

3.3 **Discrimination on the grounds of race, nationality, religion/belief, age, disability, marital status, gender and sexual orientation**

3.3.1 Those involved in recruitment must be aware that The Equality Act 2010 covers nine protected characteristics, making it unlawful to discriminate on the grounds of:

- Age
- Disability (those who have, or have had, a disability)
- Gender Reassignment (no longer required to be under medical supervision)
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Religion or Belief (including lack of belief)
- Gender
- Sexual Orientation

3.3.2 **Notes on Disability**

If a disabled person is treated less favourably for a reason that relates to his or her disability, or there is a failure to make reasonable adjustment in these circumstances it will be seen as unlawful discrimination. The adjustments must be such that disabled persons are not placed at a substantial disadvantage to able-bodied employees. For example:

For the purposes of selection:

Ask candidates about any special arrangements they require for the interview prior to the day, such as disabled

persons' parking, assistance from their car to the interview room, etc.

Ensure the interview room is appropriate i.e. ground level (or has a functional lift), is easily accessible for a

wheelchair user, has a clear path from the door to the candidates seat, is not unduly noisy and has adequate

lighting. Under the DDA there is a requirement to make reasonable adjustments. It would be reasonable for an applicant with a hearing or speech impairment to be allowed to bring an interpreter or be provided with an induction loop to aid hearing and or a written copy of the questions to be asked during the interview, etc.

Applicants are invited to provide information relating to any disability on the application form. This should also be contained in the letter inviting the candidate to interview. The following steps must be followed if there is a disabled applicant:

- Alert both reception and other members of the interviewing panel
- Modify procedures for testing or assessment
- Provide a reader or interpreter

When appointing a successful candidate, consider the need for:

- Making adjustments to the premises
- Altering the working hours
- Arranging for him or her to be given training
- Acquiring or modifying equipment
- Modifying instructions/reference manuals
- Providing supervision

3.3.3 Notes on Age discrimination

Discrimination on the grounds of age does not just affect the over 50s. It affects people of all age groups. Age discrimination is a combination of several unconscious attitudes and habits that add up to exclusion on grounds of age.

These can include:

- Stereotypes and assumptions about people of defined age groups rather than treating them on their individual merits
- Perceptions that older workers cost more

- Undervaluing the skill and experience which older workers can provide
- A view that older people may be less willing to train, harder to train or unlikely to remain long enough to justify the training investment
- A view that young people may be irresponsible or lack commitment.
- Overlooking younger members of staff for promotion or management positions on the assumption they are inexperienced due to their age

Age related criteria must not be used in advertisements or person specifications.

3.3.4 Candidates must not be refused employment on grounds of union membership e.g. because:

- He or she is or is not a member of a trade union.
- He or she is unwilling to become or cease to become a member of a trade union.

4. Recruitment and Selection Training - Safer Recruitment

- 4.1 The Bichard Inquiry concluded that schools need to pay more attention to issues about safeguarding children and young people when they recruit and appoint staff. Sir Michael Bichard recommended that Headteachers and school governors should receive training to help strengthen the recruitment process and procedures, with the aim to have at least one person on every interview panel who has completed this training. The training will help schools to develop and maintain a school culture that is safer for children and young people.
- 4.2 It is a requirement that at least one member of the interview panel has completed this training successfully prior to the start of the recruitment process.
- 4.3 See the separate Safer Recruiting Policy

5. Pre-recruitment Process

5.1 Objective

5.1.1 The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the commitment to safeguard children.

5.2 Recruitment Planning and Advertising

5.2.1 Planning is vital to successful recruitment. It is important to be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be mentioned in the advertisement for the post in order to prevent unwanted applications. It is an opportunity to consider other arrangements such as job sharing or part-time hours. It is also essential to plan the recruitment exercise itself.

5.2.2 Adopting a structured recruitment process will:

- Minimise the risk of appointing someone unsuitable
- Ensure the capabilities and conduct of new staff are acceptable
- Enable the school to 'track' a process and ensure all relevant steps are taken
- Ensure written records of procedures are available for future reference if required

5.2.3 As a result, it will help avoid making common errors in recruitment practice, such as:

- Making assumptions about an individual's suitability without written evidence
- Using a variety of recruitment procedures or a piecemeal approach depending on the post or individual. A well

Defined process can be applied consistently

- Over-reliance on personal judgments. Good recruitment practice is not a solitary activity. It always benefits

From the support and advice of those professionals available to you in the event of any uncertainty

- 5.2.4 All posts should be advertised internally within the school (those on maternity and long term absences must be made aware of all suitable vacancies) and externally where appropriate. All head teacher and deputy head teacher posts must be advertised in a printed publication circulated nationally.
- 5.2.5 Occasionally a post may not be advertised, either because a similar post has recently been advertised and an appointment can be made from the subsequent interviews, or because a fixed-term appointment needs to be made as soon as possible to ensure continuity within a post, such as covering a long term sickness absence.

- 5.2.6 Where the need for a fixed term post becomes a permanent one, then the governing body will need to consider whether it is appropriate for the post holder to be offered the permanent contract or whether the post should be advertised. This will depend on the original reason for the post initially being fixed-term, any subsequent changes in the needs of the school and the original recruitment process that was undertaken.
- 5.2.7 A checklist is provided in Appendix 1 to assist in ensuring the recruitment process runs smoothly.
- 5.2.8 In line with government guidance the paragraph below should be included in all Publicity Materials, Entries on Recruitment Websites, Advertisements, Candidate Information Packs, Person Specifications, Job Descriptions, Competency Frameworks, and Induction Training Materials

'WNA is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.'

5.3 Job Description and Person Specification

- 5.3.1 The job description and person specification will need careful thought and drafting. It is also good practice to make sure at the outset that all the other material, e.g. the application form, and information/guidance for applicants that will form part of the pack to be sent to prospective applicants is up-to-date, and clearly sets out the extent of the relationships/ contact with children and the degree of responsibility for children that the person will have in the position to be filled. (N.B. all work in a school setting involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post.)
- 5.3.2 The time and effort spent in this stage of the process should help minimise the risk of making an unsuitable appointment
- 5.3.3 A Job Description should include:
- The job purpose – why the job exists
 - An Organisation structure - to show where the role is placed within the school
 - The main duties and responsibilities of the post

- The individual's responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.

5.3.4. A Person Specification should include:

- The qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities that the successful candidate should be able to demonstrate
- The individual's responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with
- Explain how these requirements will be tested and assessed during the selection process.

5.3.5. Care should be taken to ensure that any discriminatory requirements are not included such as:

- Age limits or 'x' years of experience
- Check the qualifications required are necessary and can be backed up objectively, and consider the reference to the type of exam so as not to exclude, such as O levels, GCSEs etc, perhaps state skills instead
- Physical requirements should only be specified where it could be demonstrated that physical strength is required. Statements such as 'must be energetic' for a job mainly sedentary should be avoided

5.4 Advertising

5.4.1. Advertisements should be clear and state briefly:

- The job title
- Number of hours
- Whether available for job share
- Job Requirement, if not explicit in the job title
- Essential criteria for job applicants
- A brief description of the school
- Job Location
- Contract Terms, permanent or fixed term
- How to apply, e.g. friendly, explicit, easy to follow instructions on what the applicant must do to apply for the job and closing date

- Name of the person advertising the job with a telephone number to call if the applicant wants to find out more information

Avoid

- Young, mature, energetic wording in adverts and person specifications
- Consider alternative wording, when not putting in 'years' experience'
- Consider alternative wording, when positively seeking an age group, but still considering other age groups
- Think also about pictures and images used in adverts, could they be considered discriminatory

5.4.2. When a vacancy is advertised, the advertisement should include a statement similar to: *'wna is committed to safeguarding and promoting the welfare of children therefore the successful applicant will be required to undertake a criminal record check via the DBS'*. Also there should be included are the usual details of the post, salary and qualifications required.

5.5 Application Form

5.5.1 A standard application form produced by the WNA is used to obtain a common set of core data from all applicants. It is not good practice to accept curriculum vitae drawn up by applicants in place of an application form because these will only contain the information the applicant wishes to present and may omit relevant details.

5.6 Information Pack to Candidates

5.6.1 The pack should include a copy of:

- The application form, and explanatory notes about completing the form
- The job description, and person specification
- Any relevant information about the post and the recruitment process, and statements of relevant policies such as the school's policy about equal opportunities, the recruitment of ex-offenders, etc
- The Child Protection Policy Statement
- A statement of the terms and conditions relating to the post

5.7 Scrutinising and Shortlisting

5.7.1 All applications must be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies; and to identify any gaps in employment

5.7.2 Incomplete applications should not be accepted and should be returned for completion

5.7.3 Any anomalies or discrepancies or gaps in employment identified by the scrutiny should be noted so that they can be taken up as part of the consideration of whether to short list the applicant

5.7.4 As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression, or a mid career move from a permanent post to supply teaching or temporary work, also need to be explored and verified

5.7.5 All candidates must be assessed equally against the criteria contained in the person specification without exception or variation. **(An example shortlisting form is provided in Appendix 4)**

5.7.5 All applications forms in the shortlisting should have all personal information removed before the forms are seen by the panel.

5.8 References

5.8.1 The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee

- 5.8.2 Do not rely on references or testimonials provided by the candidate, or on open references and testimonials, i.e. "To Whom It May Concern". There have been instances of candidates forging references, also open references/ testimonials might be the result of a "compromise agreement" and are unlikely to include any adverse comments.
- 5.8.3 Ideally, references should be sought on all short listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.
- 5.8.4 In any case where a reference has not been obtained on the preferred candidate before interview, the school must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

5.8.5 All requests for references should seek objective verifiable information and not subjective opinion. A model reference letter and proforma are attached in Appendix 5. A copy of the job description and person specification for the post for which the person is applying should be included with all requests, and every request must ask:

About the referee's relationship with the candidate, e.g. did they have a working relationship: if so what; how long has the referee known the candidate, and in what capacity

- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post, and how s/he has demonstrated that s/he meets the person specification

Whether the referee is completely satisfied that the candidate is suitable to work with children, and, if not, for specific details of the referee's concerns and the reasons why the referee believes the person might be unsuitable; and should remind the referee that:

- They have a responsibility to ensure that the reference is accurate and does not contain any material misstatement or omission;
- And relevant factual content of the reference may be discussed with the applicant.

5.8.6 In addition to the above, requests addressed to a candidate's current employer, or a previous, employer in work with children, must also seek:

- Confirmation of details of the applicant's current post and sick record
- Specific verifiable comments about the applicant's performance history and conduct
- Details of any disciplinary procedures the applicant has been subject to in which the disciplinary sanction is current
- Details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction has expired, and the outcome of those
- Details of any allegations or concerns that 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, and the outcome of those concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved

- 5.8.7 On receipt of references it should be checked to ensure that all specific questions have been answered satisfactorily. If all questions have not been answered or the reference is vague or unspecific, the referee should be telephoned and asked to provide written answers or amplification as appropriate.
- 5.8.8 The information given should also be compared with the application form to ensure that the information provided about the candidate and his/her previous employment by the referee is consistent with the information provided by the applicant on the form. Any discrepancy in the information should be taken up with the applicant.
- 5.8.9 Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily.
- 5.8.10 History of repeated concerns or allegations over time is also likely to give cause for concern.

5.8.11 If an applicant is not currently employed with children or young people it is advisable to check with the school/education establishment they were last employed in and reasons for leaving.

5.9 Other Checks before Interview

5.9.1 If a short listed applicant claims to have some specific qualification or previous experience that is particularly relevant to the post for which s/he is applying that will not be verified by a reference, it is good practice to verify the facts before interview so that any discrepancy can be explored at interview. The qualification or experience can usually be verified quickly by telephoning the relevant previous employer and asking for written confirmation of the facts.

5.10 Involving Pupils

5.10.1 Involving pupils in the recruitment and selection process in some way, or observing short listed candidates' interaction with pupils is common, and recognised as good practice. There are different ways of doing that. For example, candidates for teaching posts might be asked to teach a lesson; short listed candidates might be shown round the school by pupils and a governor or senior member of staff, and/or meet with pupils and staff.

6 Interviews

6.1 The interview should assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

6.2 Invitation to Interview

6.2.1 When arranging interviews a reasonable amount of notice must be given to the candidates and dates arranged with the rest of the interviewing panel. Timetables should be arranged in advance and the dates issued with the recruitment pack.

6.2.2 Arrangements should also be made for the unexpected, i.e. replacements for interviewing panel in the case of sickness.

6.2.3 In addition to the arrangements for interviews - time and place, directions to the venue, membership of the interview panel - the invitation should remind candidates about how the interview will be conducted and the areas it will explore including suitability to work with children. Enclosing a copy

of the person specification can usefully draw attention to the relevant information. Please refer to Appendix 6 for an example invitation to interview letter.

- 6.2.4 The invitation should also stress that the identity of the successful candidate will need to be checked thoroughly to ensure the person is who he or she claims to be, and the applicant will be required to complete an application for a DBS Enhanced Disclosure. Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements, i.e. either a current driving licence or passport including a photograph, or a full birth certificate, plus a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation.

6.2.5 Candidates must also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

N.B. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body.

6.2.6 A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file.

6.3 Interview Panel

6.3.1 Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and preferably three. A panel of at least two/three people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

6.3.2 The members of the panel should:

- Have the necessary authority to make decisions about appointments
- Be appropriately trained, (one member of interview panels in schools should have undertaken the training 'Safer Recruitment')

Meet before the interviews to:

- Reach a consensus about the required standard for the job to which they are appointing
- Consider the issues to be explored with each candidate and who on the panel will ask about each of those
- Agree their assessment criteria in accordance with the person specification.

6.3.3 The panel cannot agree in advance a list of questions for each candidate that they will not deviate from, but they can agree a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate based on the information provided in the candidate's application and references (if available). A candidate's response to a question about an issue will determine whether and how that is followed up.

6.3.4 Where possible it is best to avoid hypothetical questions because they allow theoretical answers. It is better to ask competence based questions that ask a candidate to relate how s/he has responded to, or dealt with, an actual situation, or questions that test a candidate's attitudes and understanding of issues.

6.3.5 Where a candidate is known personally to a member of the selection panel it must be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

6.4 Scope of the Interview

6.4.1 In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- The candidate's attitude toward children and young people;
- His/her ability to support the authority/establishment's agenda for safeguarding and promoting the welfare of children and young people;
- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check.

(An example final interview assessment form is provided in Appendix 7)

6.4.2 If, for whatever reason, references are not obtained before the interview, the candidate should also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (It is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work)

6.4.3 All copies of any notes relating to shortlisting and interview decisions must be retained for at least 6 months.

Should any candidate complain of unfair selection or discrimination these notes should be referred to.

7. Conditional Offer of Appointment: Pre Appointment Checks

7.1.1 An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references: (if those have not already been received)
- Verification of eligibility to be employed in the UK
- Verification of the candidate's identity (if that could not be verified straight after the interview)
- verification of the candidate's medical fitness (For teaching posts - Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training DfEE - Circular 4/99)
- Verification of qualifications: (if not verified after the interview)
- Verification of professional status where required e.g. QTS status (unless properly exempted) NPQH; If there are any doubts please contact Human Resources.
- A check of DCSF List 99 and a satisfactory CRB Enhanced Disclosure. See eduwight for guidance: <http://eduwight.iow.gov.uk/the%5Flea/personnel/Criminal%5FRecords%5FBureau/>
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999) and
- (for non teaching posts) satisfactory completion of the probationary period

7.1.2 The head teacher should seek advice from Ian Clennel (Safeguarding) order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process. If the disclosure conviction information supplied is different from the information supplied by the applicant on their original job application ask the applicant to explain this. (It can be the case that an applicant may have forgotten or incorrectly remembered information on convictions they have because they occurred a long time ago or the applicant was young when the offences occurred). If a judgement is reached that the applicant deliberately falsified the information supplied on the job application this can be taken into account when considering whether the job offer will be withdrawn. It is normal policy that any deliberate falsification of an application, in any respect, will debar an applicant from appointment.

7.1.3 All checks should be:

- Confirmed in writing
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- Recorded on the school's central record database

- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

7.1.4 Where:

- The candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court or
- An applicant has provided false information in, or in support of, his/her application or
- There are serious concerns about an applicant's suitability to work with children.

7.2 Unsuccessful candidates

7.2.1 Unsuccessful candidates should be contacted as soon as possible.

It is good practice to provide feedback where requested, for example:

- Start positively thanking them for attending the interview
- Tell the candidate why they were unsuccessful, i.e. it was felt they did not have the necessary skills or enough knowledge for the job and that the successful candidate had previous experience for that particular role.
- Take care not to make any discriminatory remarks. Any feedback should only relate to the person specification and job description, remaining tactful to ensure feelings are not hurt
- The feedback should aim to help the candidate in future interviews, not to damage confidence.

7.3 Post Appointment Induction

7.3.1 There should be an induction programme for all staff, governors and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience. The purpose of induction is to:

- Provide training and information about the establishment's policies and procedures;
- Support individuals in a way that is appropriate for the role for which they have been engaged;
- Confirm the conduct expected of staff within the school; and,
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and,
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

- The content and nature of the induction process will vary according to the role and previous experience of the new member of staff, governor or other volunteer, but as far as safeguarding and promoting the welfare of children and young people is concerned the induction programme should include information about, and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti bullying, anti racism, physical intervention/restraint, intimate care, internet safety and any local child protection/safeguarding procedures;
- Safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment;
- How and with whom any concerns about those issues should be raised; and,
- Other relevant personnel procedures e.g. disciplinary, capability and whistle-blowing.
- The programme should also include attendance at child protection training appropriate to the person's role.

8. Maintaining a Safer Culture

8.1 The need for continued awareness of safeguarding issues has been reinforced throughout this policy. It is important that all staff in an establishment have appropriate training and induction so that they understand their roles and responsibilities and are confident about carrying them out. Also that staff, pupils, and parents feel confident that they can raise issues /concerns about the safety or welfare of children and young people, and that they will be listened to and taken seriously. That can be achieved by maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:

- A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and pupils that is understood and endorsed by all
- Appropriate induction and training
- Regular briefing and discussion of relevant issues
- Including relevant material from the framework for Personal Social and Health Education in the curriculum.

9. Volunteers

9.1 Volunteers are also seen by children as safe and trustworthy adults, and when the school is actively seeking governors and other volunteers, and is considering candidates about whom it has little or no recent knowledge, it should adopt the same recruitment measures as it would for paid staff. In other circumstances, for example where the school approaches a parent who is well known to the school to take on a particular role, a streamlined procedure can be adopted - seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a List

99 and a DBS Enhanced Disclosure. In other circumstances, e.g. where a volunteer's role will be "one - off" - accompanying teachers and pupils on a day outing, helping at a concert or school fete, those kind of measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children. However a list 99 check must be undertaken for all volunteers no matter what. Where volunteers recruited by another organisation work in a school, e.g. sports coaches from a local club, the school should obtain assurance from that organisation that the person has been properly vetted. Please refer to

Post Appointment Induction

12.1 There will be an induction programme for all staff, governors and other volunteers newly appointed to the school, regardless of previous experience.

Pre-employment checklist for schools Initials	Date
Training: At least one member of the shortlisting and interview panel should have carried out the safer training (see Section 3.1)	
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.	
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people (see Section 4.4)	
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.	
Shortlisting: Interview panel members should also shortlist the applications.	
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.	
Invitation to Interview: Interview invitation letters must include relevant information and instructions.	

<p>Interview: The panel should have at least 2 but preferably 3 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.</p>
<p>Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:</p>
<p>Identity: This should be verified on the day of interview and copied.</p>
<p>Right to work in UK: This again should be verified on the day of interview and documentation copied.</p>
<p>References: If not received and scrutinised prior to interview.</p>
<p>Qualifications Checked: This should be verified on the day of interview – original certificates must be submitted and copied.</p>
<p>DBS: An enhanced level DBS disclosure will be required. Ideally, this will be in place before a candidate starts work. If this is not possible, then the Headteacher has the discretion to allow a candidate to start work under the proviso that the employee does not have unsupervised access to children. A copy of the DBS must be held in the personnel file of each employee and regular volunteer. This must be presented either at the start of employment or within five working days of issue.</p>
<p>List 99: This is either as part of the DBS disclosure check or a separate check can be made through Human Resources.</p>
<p>Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.</p>
<p>QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS. See appendix 8.</p>
<p>Probation – all staff are subject to a 12 month probationary period as detailed in their contract.</p>
<p>Teachers Pensions – all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).</p>
<p>Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.</p>
<p>Supply Teachers – All supply teachers must undergo the same checks as above – the school should check with Human Resources that this is the case.</p>
<p>Volunteers – The above checks should be carried out on volunteers</p>