



## **RAINE'S FOUNDATION SCHOOL**

A Voluntary Aided Church of England School

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“Achieving Excellence by Unlocking Potential”

## **SAFER RECRUITMENT AND SELECTION PROCEDURES**

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Date	What changed	REVIEWED BY
27 <sup>th</sup> June 2018		
Derivation		
Revision Policy	Annually	

**The Governing Body of Raine's Foundation School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

# SAFER RECRUITMENT PROCEDURES

## PROCEDURES

### Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement. However, where there is a reasonable expectation that there will be sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

### Applications

All applicants will receive a job description for the role applied for. All applications for employment will be required to complete an Application Form containing questions about their 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. A CV alone will not be considered, but can be submitted together with an application form.

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 school requires applicants to account for any gaps or discrepancies in their employment history on the application form. Where an applicant is shortlisted, any gaps will also be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at Raines's Foundation, the school is required to report the matter to the DBS, the police and other relevant professional bodies.

### References

Two references are required for shortlisted applicants, one of which must be from the applicant's current/most recent employer, will be requested immediately after shortlisting. The only exception to this is where applicants have indicated on their application forms that they do not wish their current employer to be contacted.

If the current / most recent employment does/ did not work with children, the second referee will be from the employer with whom the applicant most recently worked with children if applicable.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, position held, salary, reason or leaving, performance and disciplinary record
- Their relationship to the applicant

- Whether they have any reason to believe that the applicant is unsuitable to work with children
- 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)
- 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 and young people.

Raine's Foundation will only accept reference obtained directly from the referee and will not rely on references or testimonials provided by the applicant or accept those marked 'to whom it may concern'. The school will not accept references from relatives or people writing solely in the capacity as a friend of the applicant.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and / or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

### **Medical Fitness**

Raine's Foundation School is required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made. The information will be reviewed by an external medical advisor in conjunction against the job description for the particular role together with any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the School etc. If the medical adviser has any doubts about the applicant's fitness the School will consider reasonable adjustments in consultation with the applicant. The School may also seek further medical opinion from a specialist or request that an applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

### **Criminal Records Check**

Due to the nature of the work, the School applies for an enhanced disclosure from the DBS in respect of all prospective members of staff, governors and volunteers (see checklist at Appendix 1).

An enhanced disclosure will contain details of all convictions on record (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. An enhanced disclosure with "checks" will also reveal whether an applicant 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 DBS. An enhanced disclosure may also contain non-conviction information from local police records which a chief of police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS disclosure, the Headteacher has the discretion to allow for an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List, have been completed and once a Risk Assessment has been completed and appropriate supervision has been put in place. (These measures are recorded on the Single Central Register (SCR)) and evidence is maintained in the employee's personnel file.

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a DBS disclosure (Certificate of Good Conduct), from the relevant jurisdiction(s).

### **Interviews**

Before the interviews, the selection panel will agree on the interview format which will include the following:

- A face to face professional interview including questions related to safeguarding children;
- An activity with children (as appropriate)

Questions will be agreed in advance by the selection panel and the same questions will be asked of each applicant.

Applicants will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- 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

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the applicant has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the GDPR, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful applicants will be securely destroyed.

### **Staff Training on Safer Recruitment**

Key staff involved in the recruitment of new personnel will undertake Safer Recruitment Training. Certificates are held on the individual's personnel file and logged on the SCR.

### **Verification of Qualifications and or Professional Status**

Shortlisted applicants will be required to provide proof of their qualifications and professional status by producing original documentation. Raine's Foundation will verify that applicants have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant original certificate, or a letter of confirmation from the awarding body /

institution. If the original documents are not available, the School will require sight of a properly certified copy. Where applicants have obtained qualifications abroad, a certified comparability check by NARIC will also be requested if there is any query over the qualification.

### **Adults working with children who are not employed directly by the school**

#### **Supply Staff**

Agencies who supply staff to the school must also complete the pre-employment checks which the School would otherwise complete for its staff and require confirmation that these checks have been completed before an individual can commence work at the School. The School will also carry out identity checks when the supply staff member arrives at school.

#### **Peripatetic staff**

Peripatetic staff will complete the same checks the School is required to take for all other staff.

#### **Volunteers**

The School will carry out DBS and pre-start vetting checks appropriate to the post and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy.

#### **Students on placement**

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, the School will require proof and confirmation from the Educational Establishment that checks relevant checks have been undertaken. The School will carry out identity checks when the student first arrives and will require them to sign a Log verifying that they have been given all relevant policies and have received CP Training.

#### **Students on work experience**

Students on work experience will always be supervised.

#### **Contractors**

Contractors engaged by Raine's Foundation must complete the same checks for their employees that the school is required to complete for its staff. The School require confirmation that these checks have been completed before employees of the contractor can commence work at the School.

## **Recruitment of Ex-offenders - Procedures**

Raine's Foundation will not unfairly discriminate against any applicant for employment on the basis of conviction other details revealed. The School makes appointment decision on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him / her from employment within the school. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within Raine's Foundation are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

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 attempt to apply for a position at the school. The School will make a report to the Police and/or the DBS if:

- It receives an application from a barred person
- It is provided with false information in, or in support of an applicant's application; or
- It has serious concerns about an applicant's suitability to work with children

### Assessment Criteria

In the event that the relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check the School will consider the following factors before reaching a recruitment decision:

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or other relevant matters
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences:

- Murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence
- Serious class A drug related offences, robbery, burglary, theft, deception or fraud

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

### **Assessment procedure**

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. Such convictions will also be discussed with the applicant at interview.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

### **Retention and security of DBS disclosure information**

Raine's Foundation'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, no-portable storage containers, access to which will be restricted to members of SLT

Not retain disclosure information or any associated correspondence for longer than is necessary, but with due regard for safeguarding requirements to evidence the security of the school's procedures. 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 and unique number issued by the DBS

### **Record Retention/Data Protection**

If an applicant is appointed, the School will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year.

### **Single Central Register of Recruitment Vetting Checks (SCR)**

In line with the DFE requirement, the School will keep and maintain a SCR. The SCR will list all staff who are employed at the School, including casual staff, supply agency staff, whether employed directly or through an agency, volunteers, governors and those who provide additional teaching or instruction for pupils but who are not employed by the School e.g. specialist sports coach. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.

These procedures will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.