

CHOYSEZ

Safer Recruitment Policy

1.0 Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Choysez is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

2.0 Purpose

Choysez recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. Choysez is committed to ensuring that the recruitment and selection of all who work within Choysez is conducted in a manner that is systematic, efficient, effective, and promotes equality of opportunity. Choysez will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in Choysez Equality and Diversity Policy.

All posts within Choysez are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Choysez will:

- implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role
- keep and maintain a single central record of recruitment and vetting checks in line with DCSF requirements
- ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. Choysez will monitor the compliance with these measures. This includes the checking of vetting procedures for agency staff and individual agency staff records. require staff who are convicted or cautioned for any offence during their employment with Choysez to notify Choysez, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A satisfactory CRB clearance
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional registration as required by law for teachers

3.0 Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure Choysez has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DCSF guidance and legal requirements
- Monitor the Choysez compliance with them

It is the responsibility of the Centre Manager and other managers involved in recruitment to:

- Ensure that Choysez operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at Choysez
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks

4.0 Applications

Application Form

- Choysez uses a standard application form.
- Choysez requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- Applicants should be 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 possible referral to the police and other professional regulatory bodies (e.g. General Teaching Council for England).

References

References for shortlisted candidates will be sent for immediately after short listing. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

Choysez will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record
- Performance history and conduct
- Any disciplinary procedures in which a sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

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 at interview.

Any information about past disciplinary action or allegations will 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 which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

Choysez policy requires shortlisted applicants for all posts, (including volunteers), to declare all criminal convictions whether "spent" or "unspent" and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Executive Director, prior to the interview. The chair of the panel / Executive Director will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will prevent employment.

Interviews

The selection process will always include a face to face professional interview including a question related to safeguarding children

Proof of Identity, Right to Work in the UK and Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and

Professional status by producing documentation on the day of interview. Choysez will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, Choysez will require sight of a properly certified copy.

Proof of identity and other documentation will be verified by the Centre Manager or Operations Manager.

5.0 Commencement of Employment can only occur once a positive DBS has been received

6.0 Employment Offer

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within 8 weeks of employment commencing.

7.0 Record Retention / Data Protection

Choysez will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period will allow the Academy to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the Centre Manager within 6 months of the interview date

8.0 Personal file records

Choysez will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Proof of identification
- Proof of academic qualifications
- Evidence of the CRB clearance (CRB certificate reference number. NOT the actual CRB form or certificate, these are the property of the employee)

9.0 Single Central Record of Recruitment Vetting Checks

In line with DCSF requirements, Choysez will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at Choysez, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for learners but who are not staff members, e.g. specialist sports coach or artist.

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job Checks of right to work in the United Kingdom
- CRB Enhanced Disclosure
- In order to record supply staff provided through an agency on the record, Choysez will require written confirmation from the supply agency that it has satisfactorily completed the checks described above (At the very least this will include the CRB reference number). Choysez does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by Choysez to check the person arriving is the person the agency intends to refer to them.

10.0 Staff Conduct

Choysez staff will be given a copy of our Safeguarding and Child Protection Policy and asked to sign a declaration that they have read and understood the document and will follow the guidelines required to maintain professional boundaries at all time.

Choysez adopts a culture of vigilance where all concerns are listened to and taken seriously.

Choysez will follow DCSF Safeguarding Children procedures and refer any allegation for initial consultation with the Designated Officer.

11.0 Links with other policy areas

This policy should read in conjunction with the following related policies:-

Code of Conduct

Data Protection

Diversity and Equality

Safeguarding and Child Protection