



MURRAY PARK SCHOOL

Title of Policy	Recruitment Policy including Recruitment and Retention Payments
Date of adoption	Summer 2006
Originator	Nicola Caley
Date of review	Autumn 2021
Additional information	This policy was first written in 2006 and has been updated to incorporate the latest guidance on Safer Recruitment.

1. Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff to share this commitment.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- ✦ follow safer recruitment procedures at all times to ensure compliance with all statutory requirements and relevant recommendations and guidance, including the recommendations of 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 and interview procedures;
- ✦ ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position measured against the job description and person specification;
- ✦ help deter, identify, and reject prospective applicants who are unsuitable for work with children.
- ✦ ensure that all job applicants are considered equitably and consistently, in line with the Equalities Act 2010 and Protected Characteristics

- age
- disability
- gender reassignment
- marriage or civil partnership (in employment only)
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

2. Responsibilities

The governing body ensures that procedures and policies are in place for the safe recruitment of all staff and volunteers in accordance with best practice within the sector. Additionally, the board ensures appropriate staff have received up to date safer recruitment training.

It is the responsibility of the Governing Body, Senior Leadership Team and any other staff member nominated by the Headteacher to:

- ✦ implement the school's safer recruitment procedures correctly;
- ✦ ensure all staff and volunteers working at the school undergo appropriate checks;
- ✦ monitor agency and contractor compliance with safe recruitment;
- ✦ promote the welfare of pupils at all stages of the process.

The school will ensure that at all times at least one person on the appointments panel has undertaken Safer Recruitment training

3. Recruitment & Selection Procedures

Advertising

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicant as possible. Normally this entails an external advertisement. Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

The School will not normally follow an external recruitment process in the case of redeployment, where employees are under notice of redundancy and the vacancy is suitable alternative work, the employee is disabled or for health reasons requires alternative employment. Employees on temporary contracts can be made permanent without their job being advertised. The Headteacher may designate some posts as suitable development opportunities for existing employees. These posts will not be advertised externally.

All documentation relating to applicants will be treated confidentially in accordance with data protection legislation. The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR)

Application Forms

The School uses both its own application form and the standard TES application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check. CVs on their own will not be accepted. All 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.

Job Descriptions and Person Specifications

A job description will be drawn up for the role and finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification informs will set out the skills, experience, abilities and expertise that are required to do the job.

Shortlisting

Shortlisting will be undertaken by at least two people from the recruitment panel. Candidates will be assessed against the person specification. Shortlisted candidates selected for interview will be asked to complete a Self Declaration Disclosure. All information will be treated as confidential and managed in accordance with relevant data protection legislation and guidance. You have a right of access to information held on you under the Data Protection Act 2018.

References

References will only be sought for short listed applicants and will be sent for immediately after short listing to enable investigation as needed during interview. The only exception is where an applicant has indicated on their application form 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 formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. One of your referees must be your current/last employer. Any

teaching references must come from the Headteacher or equivalent if this was an Academy or similar. A reference for the candidate's last role that involved children will be sought even if this is not the current or most recent employer. References will establish:

- ✦ The candidate's suitability to work with children and young people;
- ✦ Any substantiated allegations;
- ✦ Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
- ✦ the candidate's suitability for the post;
- ✦ current post and salary;
- ✦ attendance record;
- ✦ disciplinary record.

The School does not accept open references, testimonials or references from relatives.

Interviews

Assessment will be by face-to-face interview, and the same panel will see all the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Procedures).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

All applicants who are invited to an interview will be required to bring evidence of their identity, address, right to work in the UK and qualifications. From 1st July 2021, candidates who do not have a British Passport will be asked to provide evidence of pre-settlement/settlement status in the UK. Original documents only will be accepted, and photocopies will be taken. Unsuccessful applicant documents will be destroyed at the end of the recruitment programme unless the applicant has given specific consent for data to be retained for the purpose of later re-consideration.

Offer of Appointment and New Employee Process

The appointment of all new employees is subject to the successful completion of all checks required for the Single Central Record (SCR) – see section 4 below.

No employee will be permitted to start work until all statutory checks have been completed. The only exception to this rule is where there may be delayed receipt of a DBS certificate or delayed completion of overseas police checks. In such instances a barred list check will be completed and a risk assessment and signed off weekly to ensure the candidate is engaging in an appropriate level of activities with appropriate supervision pending final approval. The appropriate levels will

vary depending on the risk factors and nature of the role. The final decision on this lies with the Governing Body and Senior Leadership Team.

DBS (Disclosure and Barring Service) Certificate

All staff at the School require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee (though see note below). The employee must bring their certificate to the school before commencing any form of regulated activity. The certificate will be recorded in the Single Central Record (SCR) though copies will not be retained for longer than six months in line with data protection legislation. For anyone on the update service a physical check of the original DBS check will also be required.

Any employee that takes leave or a break in service for more than three months and take a break in their continuous service must be re-checked before they return back to work. A return to work after a period of statutory leave ie maternity, paternity, adoption or sickness is not a new appointment, nor a break in service. Therefore, a DBS check is not required

Members of staff at the School must inform the Headteacher of any cautions or convictions that arise between these checks taking place as well as their obligation to disclose if they are disqualified from providing relevant childcare provision (as defined in the Department for Education's statutory guidance on Disqualification under the Childcare Act 2006 (as amended from time to time)).

As from 1 January 2021 the Teaching Regulation Agency will no longer maintain a list of EEA teachers with sanctions and professional regulators in the EEA (EU, Iceland, Liechtenstein and Norway) will no longer share information about sanctions imposed on EEA teachers with the Teaching Regulation Agency (TRA). Therefore, we will ask teachers to provide a letter of professional standing. This should be a letter of professional standing issued by the professional regulating authority in the country in which they worked. We will consider such evidence alongside other information obtained through other preappointment checks to help assess their suitability.

For applicants that have lived or worked outside of the UK, we will continue to follow safer recruitment requirements and make any further checks we think appropriate so that relevant events that occurred outside the UK can be considered, this will include obtaining an enhanced DBS certificate with barred list information (even if the teacher has never been to the UK).

Dealing with convictions

The exemption provisions under the Rehabilitation of Offenders Act 1974 does not apply to positions, which involve working with or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at the School.

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to:

- ✦ the nature, seriousness and relevance of the offence;
- ✦ how long ago the offence occurred;
- ✦ one-off or history of offences;
- ✦ changes in circumstances,
- ✦ decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Headteacher. A decision will be made following this meeting.

Induction Programme

All new employees will be given an induction programme, which will clearly identify the School's policies and procedures and make clear the expectation and Code of Conduct, which will govern how staff carry out their roles and responsibilities. Line Managers should mentor their staff to ensure this is completed. In particular, the programme seeks to:

- ✦ ensure candidates understand the School's Child Protection and Safeguarding Policy;
- ✦ check the candidate has read Part 1 and Annexe A (and/or Annex B of KSCIE if required), in addition to key School policies and procedures.
- ✦ support individuals in a way that is appropriate for the role to which they have been appointed;
- ✦ provide opportunities for the candidate to discuss any issues or concerns about their role or responsibilities
- ✦ enable the candidate's subject coordinator or mentor to identify any concerns regarding the settling in process, teaching, behaviour management, relationships with pupils or staff and rectify them swiftly

4. Single Central Record (SCR)

The School maintains a Single Central Record (SCR) of recruitment and vetting checks, in line with legal requirements. All individuals who work in regular contact with children, including governors, volunteers and those employed by third parties (supply agencies), are included. The SCR is maintained by the HR Department but it is the responsibility of staff in school to ensure HR are informed when someone should be added/deleted and that the relevant DBS or ID check and photo ID is obtained. The DSL and the safeguarding governor will check the SCR regularly. The SCR contains details of the following;

- ✦ Proof of identity and address;
- ✦ Enhanced DBS check for all those in regulated activity;

- ✦ Professional qualifications if appropriate;
- ✦ Overseas police checks where applicable;
- ✦ Right to work in the UK;
- ✦ Prohibition from teaching orders check where applicable;
- ✦ Prohibition from Management check where applicable.

Supply Staff. With regard to supply staff, the Cover department will ensure they receive the relevant safeguarding information and photographic ID from the supply agency that all necessary checks have been made. For anyone on the update service a physical check of the original DBS check will also be required. Any supply staff employed at the school for a period of 5 days or more should be recorded in the SCR. Long term supply staff (3 weeks or more) must complete safeguarding training by reading KCSIE Part 1, Code of Conduct and Safeguarding and Child Protection Policy. They should also complete Child Protection Level 1 and Prevent Radicalisation on Flick Learning. To complete this training candidates will need a school email together with a Flick Learning ID. Cover department should inform HR when the supply booking starts and ends to ensure the register is up to date and confirm if the staff will be required to do the safeguarding training described above.

Peripatetic staff such as music teachers and sports coaches will be subject to the checks as listed above before commencing employment. All departments should ensure they inform HR of any additions/leavers to this section.

5. Retention and security of disclosure information

The school's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information, with reference to data protection legislation. In particular, the school will:

- ✦ store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's senior leadership team and the HR Department
- ✦ not retain disclosure information or any associated correspondence for longer than is necessary, usually for a maximum of six months. 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, the unique number issued by the DBS and the recruitment decision taken
- ✦ ensure that any disclosure information is destroyed by suitably secure means such as shredding at the date logged in the Personnel file.
- ✦ prohibit the photocopying or scanning of any disclosure information

Retention of other records

The school will retain any relevant information provided on the application form (together with any attachments) on the personnel file of candidates who are offered and accept the position for which they have applied. These files will be stored in a locked and secure cabinet.

DfE guidance requires that schools retain copies of identity documents, right to work, medical fitness and qualifications. Medical information may be used to help the school to discharge its obligations as an employer e.g. so that the school may consider reasonable adjustments if an employee suffers from a disability, or to assist with any other workplace issue.

It is normal practice for the school to retain personnel files for seven years (6 years plus current) after the member of staff has left, though any information relating to potential safeguarding concerns may be permanently retained. Due to changes in the Local Government Pension Scheme historical information is required for a period of 13 years and therefore some staff files may be retained for this period. The School will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6-month retention period is in accordance with the Data Protection Act 1998 and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

If the school wishes to retain the name and details of unsuccessful candidates on file for future vacancies, the candidates will be informed and offered the opportunity to remove their details from the school's records.

6. On-going Employment

The School recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. The School will therefore provide on-going training and support for all staff, as identified through the annual review/appraisal process.

7. Leaving Employment at the School

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. These allegations will be handled in accordance with the Child Protection and Safeguarding Policy. In cases of dismissal (or resignation), the School will inform the Department of Education and Children's Services of the circumstances. A referral may also be made to the Teaching Regulation Agency (TRA) in respect of teaching staff.

Retention Allowances

Overview

In order to establish and maintain a reputation for excellence the School recognises that it must compete in a national employment market. It must be able to retain staff that are recognised for their specialism or expertise within their particular field.

Scope

This policy forms part of the School's recruitment and retention strategy. It is intended to provide a fair, consistent and transparent framework for supporting departments or areas that need to retain an employee. The scheme applies to both teaching and support staff.

Award of Allowance

A retention allowance may be paid to a member of staff, based on the needs of the School to retain that employee, where remuneration is a key factor in the ability to do so. The basis for awarding an allowance is likely to be the need to retain an individual who has rare or critical skills or due to their experience in the post.

Size and Duration

Allowances will be based on relevant market rates and will normally be granted for a fixed period. Allowances are not superannuable but will be subject to Income Tax and National Insurance Contributions. The continuance of the allowance will be reviewed to establish whether the circumstances are still valid, no later than six months before its expiry.

Reporting

Reports on trends in the payment of retention allowances will be provided to the Personnel Committee of the School's Governing body.

Data Protection & UK GDPR

Data will be processed in line with requirements and protections set in the UK General Data Protection Regulation