

R1 HEATHLAND SCHOOL RECRUITMENT POLICY

Policy reviewed – Sept 2020

Policy presented to Directors/Senior Management Team (SLT)- Sept2020

Due for review – Sept 2022

Introduction

Heathland School recognises that, as well as ensuring the professional competence of all staff, it is important to create a culture of safe recruitment. This, plus the adoption of safe recruitment procedures will help deter, reject or identify people who might abuse children. Accordingly, this

document should be read in conjunction with the school's Safeguarding Policy and the relevant parts of DfE Guidance 'Keeping Children Safe in Education: September 2020 (KCSIE). In particular Part

Three of that document. The school has a positive and effective Equal Opportunities Policy, actively promotes equality of opportunity and ensures that all recruitment is undertaken in line with the policy and the Equality Act 2010.

Scope

This policy describes the stages to be followed for the recruitment of all staff. In particular, since Heathland staff are engaged in regulated activity the statutory checks must be completed before they begin work.

Roles and Responsibilities

Proprietors

- o Proprietors are required to consider and approve this policy.
- o Through the SLT they must monitor compliance with this policy to ensure its effectiveness so that Heathland School recruits high quality staff that pose no risk to children and complies with the law at all times.

Principal

- o The Principal must ensure compliance with this and related policies/procedures to achieve the aims stated above. In particular:
 - Ensure that staff involved in recruitment receive appropriate training and are competent to put this policy into effect.
 - Ensure that staff involved in recruitment are familiar with Part 3 of KCSIE 2020
 - Monitor the application of this policy to ensure compliance at all stages.
 - Make arrangements for review of the policy at appropriate intervals.
 - Report on the effectiveness of the recruitment process.

Office Manager

- o The Office Manager will manage the administration of the recruitment process. In particular:

- Record progress of the recruitment process by means of the recruitment checklist
- Maintain recruitment records with staff files in line with data protection principles.
- Arrange interviews and correspond appropriately with applicants.
- Ensure at least one person on every interview panel has received safer recruitment training.
- Oversee consultation of the Disclosure and Barring Service and the keeping of records on the Single Central Register.

Interviewing Panels

- o Must be chaired by a person who ensures the interview checklist is followed and completed
- o Must contain at least one person who has received safer recruitment training
- o That person must ask appropriate safeguarding questions and record the candidate's answers.

DBS liaison staff

- o Carry out the required checks via the Disclosure and Barring Service and relevant databases.
- p All school staff including Nursery nurses have to be checked against the prohibition from teaching register.
- o Maintain the Single Central Register.
- o Keep records of the required information in a secure manner.

Applicants and other staff

- o Applicants and other staff are required to cooperate with staff implementing Heathland's recruitment policy and procedures. In particular;
 - Supply all required information accurately and truthfully.
 - Make a formal declaration that they are not disqualified from working in schools under the Childcare (Disqualification) Regulations 2009.

Arrangements

Heathland School follows the guidance in Parts Two and Three of KCSIE September 2020 on Safer Recruiting, together with the school's individual procedures.

Applicant process:

- All applicants for posts at Heathland School are required to apply in writing including a full CV, giving a minimum of two referees.
- CVs are checked for any gaps in employment and these are followed up at interview.
- Two appropriate written references (including a pro-forma relating to suitability to work with children), with follow up telephone conversation if thought necessary, must be received before an interview is held and appointment is confirmed. Should the

applicant not have used their latest employer as a referee that employer should be contacted to confirm employment details and why they left. Similarly if the applicant is not working in a school, but has done so previously, that school should be contacted to find out the same information.

- Enhanced DBS checks which includes barred list information are undertaken for all appointments.
- Check made that the applicant is not subject to a Secretary of State Prohibition Order issued by the Secretary of State.
- Successful applicants are asked to complete an Applicant Statement confirming their mental and physical fitness to carry out their work responsibilities.
- Successful applicants are asked to sign the School's ICT Acceptable Use Policy.
- Successful Applicants are required to read Part I of Keeping Children Safe in Education and annex A (September 2020)
- Applicant Statement, DBS check, Prohibition Order check including where applicable the EEA check for teachers from overseas, Staff Suitability Declaration (to ensure that individuals are not disqualified under the Childcare (Disqualification) Regulations 2009) and ICT Acceptable Use Policy and to be received before appointment is confirmed.
- Identity check (including name address and date of birth) is usually done at same time as DBS check – otherwise two items of identity are asked for, as for DBS.
- Qualifications (where relevant) – originals of degree certificates, or other relevant qualifications, to be seen.
- Check to be made on professional status of teachers (where appropriate) – DfE number.
- For applicants who have been working abroad, checks are made with DBS; the Home Office, ISA, ASCL and DfE are checked for the latest advice. It is likely that a police check will be needed from the country in question.
- EEA Checks if relevant.
- Evidence of permission to work in the UK is required.
- Confirmation of all checks should be noted on a Staff Appointment Checklist and the Office Manager enters details on the Central Register.
- Records of interviews are kept in personnel files.
- Individuals appointed to management positions will be subject to Prohibition of Participation in Management check under section 128 of the Education and Skills Act 2008.

The following staff are considered to be in management positions for the purpose of this check:

1. Principal
2. Office Manager
3. All staff on the senior leadership team (including non-teaching staff)

* The need to recheck individuals will be reviewed every three years

