



Safer Recruitment Policy Centre Academy East Anglia

To be reviewed annually. Next review date: February 2019

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Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Recruitment and Selection Policy reflects the DCSF guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007) and also the Local Safeguarding Children's Board, Suffolk, Key safeguarding Employment Standards (July 2013). It aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people and creating a safe environment for them is an integral factor in recruitment and selection. The School is subject to a statutory requirement to report to the DfE any person whose services are discontinued or who withdraws because he or she is considered to be unsuitable to work with children.

Recruitment

1. It is the policy of the School to recruit the most suitable candidate for the post regardless of sex, age, ethnic origin, sexual orientation, belief, religion, disability or membership of a professional or trade union.
2. All posts will be appropriately advertised, including reference to the fact that CAEA is committed to safeguarding and promoting the welfare of children and that applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. An application form, equal opportunities monitoring form, job description, the School's Child Protection and Safer Recruitment Policy may be downloaded from the School's website or will be sent to applicants on request. The application form should be completed and returned together with a current CV in the case of teaching posts. The monitoring form may be returned in a sealed envelope and will not be shown to the recruiting team.

'A commitment to safeguarding is the central focus at every stage of the recruitment process from the planning stages through placing an advert (which will have a clear commitment to safeguarding prominent within it) short-listing, obtaining references, providing information for candidates, conducting the interview itself, making appropriate checks of identity and qualifications as well as undertaking appropriate vetting.' LSCB website

References

3. References are taken up before interview for shortlisted candidates (unless the candidate withholds permission on the application form) so that any issues of concern can be explored further with the referee and taken up with the candidate at interview. Where the applicant has formerly worked with children, a form is included with the reference requesting referees to give any reason why the applicant should not be employed to work with children.(see application form) Contact both in writing and verbally will always be made with the school (if applicable) at which the candidate last worked. If he or she is not currently working in a school the last organisation the prospective candidate has worked at will be contacted in order to confirm employment details and reasons for leaving. However, all agency staff who are employed, short term, to cover existing staff will be subject to the agencies own vetting systems until the time when/if they take up full time employment at CAEA where our own policies come into play. Open- ended references are never accepted.

4. For safeguarding purposes all candidates who attend for interview must bring with them photo identification such as a current passport or driving licence.
5. The provision by applicants of false information or evidence of disqualification from working with children or expressions of serious concern as to suitability for work with children may lead to a referral to the Police or the Independent Safeguarding Authority.

5. Interviews

Teaching posts: For a senior post, the panel will include the Head of School, the Principal, and a member of staff with Safer Recruitment training for example Head of Care or Head of schools secretary. An academic specialist from outside the School may also be included. For all academic staff it would be usual for the Head of School and at least two other senior members of staff to be involved in the selection process, at least one of whom will have undergone accredited Safer Recruitment training. In most cases candidates will be required to teach a sample lesson and will be informed in advance of what will be required and at what stage during the interview process this will take place.

Non-teaching posts: The interview panel will comprise at least one senior staff member, who has undergone accredited Safer Recruitment training, and at least one other management representative. Dependent on the post, there may be a separate assessment of ability/skills required for the role.

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

- The candidate's attitude towards children and young people;
- His/her ability to support the School's agenda for safeguarding and promoting the welfare of children
- Any gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee; and
- Whether the candidate wishes to declare anything in the light of the requirement for a DBS check

Teaching staff criteria: All candidates for teaching posts will be selected after reference to specific criteria for the post advertised. In general, we will look for:

- Relevant qualifications at degree level from a reputable university or college
- Relevant experience, particularly in comparable schools and colleges
- The ability to teach across the curriculum
- A willingness to contribute to co-curricular activities and, where appropriate, relevant experience and qualifications
- A willingness to participate in the pastoral system.

All Recruitment Procedure

Where possible, the Head of School or the Principal will inform the successful candidate by telephone within 48 hours of the interview. After verbal acceptance of the post, a conditional letter of appointment is sent to the chosen candidate, along with a statement of the terms and conditions of employment. The applicant will be required to accept the post and the related conditions in writing. The appointment is conditional upon:

- the receipt of at least two satisfactory references. If a reference is taken over the phone, detailed notes will be taken, dated and signed. Once a written reference is received, a verbal confirmation is carried out to the referee, this is then signed and dated and kept in file
- confirmation that the applicant is not subject to a prohibition order issued by the Secretary of State (teachers with GTC status will be checked on the Employer Access Online Service for the Prohibition Order Check and Senior Management Team will be checked for Section 128 Barring Directions)
- evidence of name, address and date of birth
- verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- production of evidence of the right to work in the UK (for any member of staff who is not a national of a European Economic Area (EEA) country)
- obtain a Certificate of Good Conduct for applicants who were born or have worked abroad where the applicant has not worked in a school in the UK since moving from overseas
- proof of address
- where relevant, proof of qualifications
- a check of List 99 and a satisfactory DBS enhanced disclosure
- a satisfactory self-declaration of medical fitness and/or a satisfactory report from the applicant's GP
- for teaching posts, verification of successful completion of statutory induction period (for those who obtained QTS after 7 May 1999 and
- for non-teaching posts, satisfactory completion of the probationary period
- if a candidate has changed his/her name by deed poll or any other mechanism – marriage, adoption, statutory declaration – he/she must provide documentary evidence of the change.

DBS Risk Assessment

If the Disclosure Check is Not Available Before the Start Date

New starters undertaking "regulated" activity must not commence employment in that role until all of the statutory pre-employment checks have been carried out, including the DBS Enhanced Disclosure check.

In the unlikely event that it has not been possible to obtain a satisfactory Disclosure before the individual is scheduled to commence employment and Centre Academy East Anglia believes that it is necessary for the individual to start work, the Principal/Head of School has discretion to allow an individual to begin work pending receipt. However, the Principal/Head of School can only allow the employee to commence work in the event that the individual is appropriately supervised AND that all the other statutory pre-employment checks have been

completed.

Appropriate supervision for individuals who start work prior to the result of a DBS Disclosure being known should reflect what is known about the person concerned, their experience, the nature of their duties and the level of responsibility they will carry.

The level of supervision required will probably be high (a constant chaperoning situation).

- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the Principal/Head of School as evidence.
- All other Safer Recruitment checks are in place.
- An Enhanced DBS check has been applied for.
- They have no access to records.

All documentary evidence must be original and not a photocopy. Evidence of all checks is sought from supply agencies before any temporary member of staff commences employment.

Unsuccessful candidates will be informed by email or letter as soon as possible but in any case within a fortnight after interviews have taken place.

Supervision Pending/Conviction Disclosure

A Risk Assessment form can be used to assist in assessing and recording the risks of allowing someone to start work before a DBS (Disclosure and Barring Service) check is received or where a DBS certificate shows relevant convictions or other relevant information. The risk assessment must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks.

The completion of this risk assessment form is the responsibility of the Principal/Head of School. It must be authorised by the Principal/Head of School **before** the person can start or continue working with children or vulnerable adults or their records. This completed risk assessment form must be placed on the individual's personnel file.

In **very exceptional circumstances** staff (but not volunteers) who work with children, vulnerable adults or their records may work without a clear Enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear DBS check). However, this will normally **only be permissible when not to allow them to work would disrupt the care of children. People may only work in these circumstances when the following applies:**

- The appointment is necessary to allow the service provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the Principal/Head of School as evidence.
- All other Safer Recruitment checks are in place.
- An Enhanced DBS check has been applied for.
- The person has no unsupervised contact with children.
- They have no access to records.

- A Risk Management plan and/or assessment has been completed and signed off by the Principal/Head of School.

Due to the high risks involved appointees to work in one to one situations or in residential care or similar environments must not start work until the fresh DBS certificate has been seen.

Please note that candidates may be able to carry out induction, training and supervised tasks whilst waiting for the DBS certificate to be returned.

Internal Appointments

Internal Appointments: Applications for externally advertised posts are encouraged from internal candidates. Equal consideration is given to internal candidates when short-lists are drawn up. For senior posts advertised within the School, the appointments procedure follows a similar pattern to that for external recruitment but minor internal appointments may be made without recourse to the interview procedure.

Induction: All new staff will be expected to undergo an induction programme organised for them by the Head of School or their line manager in the case of non-teaching staff.(see induction policy)

It is not normally the policy of the School to provide feedback to unsuccessful candidates.

Managing/Monitoring of the Single Central Register

Monitoring systems and quality assurance are embedded to ensure that policy is followed through into practice.

Formal audits of sufficient quality and quantify are conducted regularly, allowing ample time for improvements to be made post audit, with results recorded and reported effectively.

The CEO/Principal and the Head of School understand the requirements of the SCR and are confident how the SCR is completed and updated as necessary. The Head of School and CEO/Principal are responsible for the correct vetting of staff.

The SCR is managed by the school secretary and ultimately is monitored and checked regularly, half termly, and signed off by the Head of School and the CEO/Principal.

The Local Authority/Ofsted audit the school's SCR when inspecting the school.

Signed:



Date: 01/02/18

Principal and CEO

Dr Rollo

Signed:



Date: 01/02/18

Head of School

Mrs Salthouse

This policy should be read in conjunction with:

The Safeguarding Policy

Child Protection Policy

Whistle Blowing Policy

Complaints Policy

CAEA handbook for Faculty and Staff

CAEA Procedures and Policies for all CAEA Employees