

Safer Recruitment Policy

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1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout ISOteaching and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in "Keeping Children Safe in Education (April 2015)"

1.2 This policy reinforces the expected conduct outlined in ISOteaching Whistle Blowing Policy with which all staff are expected to be familiar. All successful candidates for employment will be made aware of these documents.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all staff and young people engaged with ISOteaching. The policy aims to ensure both safe and fair recruitment and selection of all staff by attracting the best possible candidates to vacancies and deterring prospective candidates who are unsuitable from applying for vacancies, identifying and rejecting those candidates who are unsuitable to work with children and young people.

1.4 ISOteaching is committed to using procedures that deal effectively with those adults who fail to comply with ISOteaching safeguarding and child protection procedures and practices.

1.5. As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a young person and we may refer any concerns we have before the completion of this process.

2. Roles and Responsibilities

2.1 The Director(s) of ISOteaching will

- ensure effective policies and procedures in place for the safe and fair recruitment and selection of staff and in accordance with Department for Education Guidance and Legal Requirements
- monitor compliance with them
- ensure that appropriate staff have completed safer recruitment training (and repeat this every 5 years)

2.2 The Director (s) will:

- ensure the operation of a safe and fair recruitment and selection procedures, which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff working for ISOteaching
- promote the safety and well-being of children and young people at every stage of this process

3. Inviting Applications for Employment

3.1 All advertisements for posts of regulated activity will include the following statement

“ISOteaching is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check”.

3.2 ISOteaching Directors always consider the applicants skills, abilities, experience, attitude, and behaviours required for the post. Advertisements for posts should also make clear that staff will be expected to promote Fundamental British Values and reinforce ISOteaching’s commitment to safeguarding and the welfare of children- making clear that safeguarding checks will be undertaken.

3.3. All applicants will receive signposting to the following when applying for a post:

- Job description and person specification
- ISOteaching Safeguarding Policy
- ISOteaching Safer Recruitment Policy
- The selection procedure for the post
- ISOteaching Whistleblowing policy
- An application form

3.4 Prospective applicants must complete and return a signed application form.

4. Shortlisting and References

4.1 Candidates will be short listed against the person specification and requirements for the post. Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK For example

- if they have a criminal history
- whether they are included on the barred list
- whether they are prohibited from teaching

- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's social care.
- have they been disqualified from providing childcare
- any relevant overseas information

4.2 All appointments are subject to satisfactory references, vetting procedures and an enhanced DBS check.

5. Invitation to Interview

5.1 At least one person on any appointment panel has undertaken Safer Recruitment Training. This training is updated every five years as a minimum.

5.2 Candidates called to interview will receive

- Confirmation of the interview and any other selection techniques
- Details of any tasks to be undertaken as part of the interview process
- the opportunity to discuss the process prior to the interview

5.2 Candidates called to interview will be asked to provide proof of identity. ISOteaching will require applicants to provide

- personal details, current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history, (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references (see below for further information)
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the person specification.

5.3 ISOteaching will not accept copies of curriculum vitae in place of an application form.

5.4 Applicants will be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, a shortlisted applicant will physically sign a copy at interview.

6. The Selection Process

6.1 Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

6.2 ISOteaching directors will

- ensure that at least two people carry out the shortlisting exercise (it is recommended that those who shortlist carry out the interview for a consistent approach)
- consider any inconsistencies and look for gaps in employment and reasons given for them
- explore all potential concerns
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6.3 In terms of references ISOteaching will

- not accept open references e.g., to whom it may concern
- not rely on applicants to obtain their reference
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ISOteaching will

- ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations)
- obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- always verify any information with the person who provided the reference
- ensure electronic references originate from a legitimate source
- contact referees to clarify content where information is vague or insufficient information is provided
- compare the information on the application form with that in the reference and take up any discrepancies with the candidate

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6.4 ISOteaching Directors will verify the candidate's mental and physical fitness to carry out their work responsibilities. Therefore, a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role

6.5 Interviews will always aim to be face-to-face (face to face being first choice where possible in line with current C19 government guidance) and may include additional interview techniques such as observation or exercises.

6.6 Candidates will again be asked and required to:

- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

7. Employment Checks

7.1 An offer of appointment will be conditional, and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide actual certificates of qualifications where applicable
- Provide proof of eligibility to live and work in the UK
- Co-operate with an overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

7.2 ISOteaching will verify the candidate's mental and physical fitness to carry out their work responsibilities through interview.

7.3 Employment will only commence subject to all checks and procedures being satisfactorily completed.

8. Induction

8.1 All staff will receive information on ISOteaching safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

9. ISOteaching Information regarding Single Central Record

9.1 ISOteaching will hold and maintain a single central record of pre- appointment checks, commonly known as the single central record. This will include the following

- An identity check
- A barred list check
- An enhanced DBS check
- Further checks on people who have lived or worked outside of the UK
- A check on professional qualifications where required
- A check to establish the person's right to work in the UK
- Clarification on the person's position in terms of 'relevant activity' i.e., regularly caring for or being solely in charge of persons under 18

9.2 The directorship of ISOteaching will regularly review and renew the Single Central Record, with full ratification on an annual basis.

This policy will be reviewed annually or as necessary with regards to changes made in relevant legislation.

All staff are appointed in line with the requirements of Safeguarding Children and Safer Recruitment in Education as well as Keeping Children Safe in Education 2020. ISOteaching maintains a Single Central Record of all the required checks and clearances and adheres to all these requirements in line with Keeping Children Safe in Education 2020 and Safeguarding Children and Safer Recruitment in Education.

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