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SAFER

RECRUITMENT POLICY

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This policy will be kept up to date and will be reviewed once per year as part of the company's Quality Assurance arrangements.

Review Period
1 Year

Approved by
Directors/Governors

Review Carried Out By
Quality Team

Date of Approval
August 2019

Introduction

Orion is committed to safeguarding the students in our care and this policy should be read in conjunction with the school Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE hereafter) in "Keeping Children Safe in Education" (KCSIE hereafter) issued September 2018. In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy and practice.

Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure Orion meets all legal requirements and best practice towards the safeguarding of children in the school. This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or family relationship with an applicant, then they are required to declare this as soon as they are aware of the individual's application.

Roles and Responsibilities

The Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Head of School and managers involved in recruitment have the responsibility:

- To ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out
- To promote the welfare of children and young people at every stage of the procedure.
- The Governing Body of the school has delegated the Head of School the responsibility to lead and manage all recruitment and make final decisions on appointments. However, the Governors may be consulted and involved in the process as appropriate.

A record of staff trained in Safer Recruitment is kept by the School Office.

Recruitment and Selection Procedure

Vacancy, Job Description and Person Specification

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

Advertising

Vacancies at Orion are advertised in a variety of media: the local and national press and online. We also use recruitment agencies as appropriate for each vacancy. All advertisements we publish state: "Orion is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check." Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

Information on Safeguarding and Child Protection Policy and our Policy on Recruitment is available upon request. We inform applicants that they will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding and Child Protection Policy at this, their first contact with the school. A Job Description and Person Specification will be made available to them along with the job advertisement, standard application form and details of how to apply.

Application

All candidates are required to complete in full and sign our standard application form. We require information on full academic and employment history; suitability for the role; referees; a declaration about Criminal Record Checks and the DBS Children's Barred List and a declaration of eligibility to work in the UK. We also state here that the provision of any 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/or the DBS.

Upon receipt all applications are acknowledged by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be addressed, before shortlisting takes place. Applications are shortlisted by the recruitment panel.

References

Shortlisted candidates' references are taken up immediately. We contact referees prior to the interview process. On receipt of references the information provided is checked for accuracy against the information that has been provided by the applicant on their application form. Any discrepancies or areas of concern will be taken up with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided. We do

not accept open references or those from relatives or those writing solely in the capacity of friend. Where we obtain telephone references we then follow up with requests for written references.

Interviews / Selection Days

All candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted and photocopies of these are taken and retained by Orion. Such documents for subsequently unsuccessful applicants will be destroyed at the end of the recruitment process.

All formal Interviews cover the applicant's suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. At least one member of the interviewing panel will have had safer recruitment training.

Interview notes are collated, along with feedback from other teachers and colleagues who have met the candidate.. The successful applicant is contacted by the Head of School by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

Offer of Appointment

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A Barred list check.
5. Satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education and Barring 128 list.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.

All of the above are listed in a checklist on the candidate's Personal File, held in the office and verified by dated signature as each is completed. Once all requirements have been met the Head of School will advise the individual of agreed start dates.

Starting Employment

Upon starting employment, as part of the Induction process, each employee is given Child Protection Training by the Designated Safeguarding Lead. In so doing we are meeting our obligations as an employer, reinforcing our commitment to ensuring that the school is safeguarding children and employees alike.

Record Keeping – the Central Register.

All required employee information is collated on Orion's Central Register. Details are kept on all employees who are employed to work at Orion, and all who are employed as supply staff to the Orion, whether employed directly or through an agency.

APPENDIX A

Application and Recruitment Process Information and Explanatory Notes

1. Candidates should submit a Letter of Application and a fully completed and signed Application Form. If you would like to submit a CV, you may do so, but this will not be accepted or processed in isolation.
2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the Job Description and Person Specification.
3. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done, so in the past that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer "not applicable" if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of 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/or the Disclosure and Barring Service.

Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Production of proof of eligibility to work in the UK

2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A check of the DBS children's Barred List.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.