

SAFER RECRUITMENT & SELECTION POLICY

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Policy Document OP-09

RISE LEARNING ZONE

SAFER RECRUITMENT & SELECTION POLICY

Recruitment & Selection

RISE Learning Zone is based on core approaches of **integrity, inclusion, and ownership and** we aim to ensure those underpin all our recruitment and selection methods, processes and decisions.

The aim of our Recruitment and Selection Policy is to ensure that RISE Learning Zone:

- attracts and recruits the best candidates
- recruits staff in line with safeguarding best practice to ensure the protection of the children, young people and vulnerable adults with whom we work
- works within the guidelines of its Equality and Diversity Policy to ensure that staff are recruited through fair, efficient and non discriminatory practices
- provides a consistent, lawful, transparent and fair approach to the recruitment of staff throughout RISE Learning Zone
- is working towards a diverse workforce

This policy applies to all recruitment and selection processes that appointment of an individual to a post - whether that individual is an external or internal candidate.

Most post will be advertised internally first and occasionally externally unless there are staff at risk of redundancy where the post may be held for redeployment or occasionally for interim arrangements where a ring fenced recruitment process may be more appropriate.

The Management Team does not permit the use of recruitment agencies in recruitment.

We are happy when staff encourage people they know to work for us. However, other than in exceptional circumstances, a member of staff cannot have line management responsibility for their partner, a close family member or a close friend. Therefore, applicants who are related to or closely connected to existing staff

may not be able to be considered for certain vacancies. The Management Team will advise.

For all appointments, if any candidate is known to any recruitment panel member either professionally or socially eg a family member or close friend, the member must inform the Management Team at the earliest opportunity. The team will assess the nature of the acquaintance and will determine whether or not the panel member should withdraw from the process to avoid any perception of favouritism or discrimination. The declaration and subsequent decision must be documented in the recruitment paperwork.

It is acknowledged that internal candidates will be known to panel members and that it is not always feasible in such cases to avoid interviewing someone that you know well. It is important that when interviewing only information gained from the recruitment process is used when making a selection decision.

RISE Learning Zone is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. In line with this all appointments are subject to an enhanced DBS check and reference checks. We will not discriminate unlawfully against those with a criminal record but need to balance this with the safeguarding of those with whom we work.

The Recruitment and Selection Policy applies to any member of staff or who is involved in recruitment and selection. Training or coaching will be offered for all those involved in recruitment and selection processes. Where external partners are included in our recruitment processes they are expected to abide by the principles and spirit of the procedure.

Safer Recruitment

1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **RISE Learning Zone** 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)” and will be ratified by the Board of Directors in **July 2016** and will be reviewed in **July 2019**.
- 1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well

as RISE Learning Zone's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer 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 pupils, staff and others within RISE Learning Zone community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
 - attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 **RISE Learning Zone** is committed to using procedures that deal effectively with those adults who fail to comply with RISE Learning Zone's 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 (including volunteers) 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 pupil and we may refer any concerns we have before the completion of this process.

2. Roles and Responsibilities

2.1 The Board of Directors of RISE Learning Zone will:

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

2.2 The Board will:

- ensure that RISE Learning Zone operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in RISE Learning Zone
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

3. Inviting Applications

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement,

RISE Learning Zone 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 All second-stage applicants (those who proceed to submit a full application) will receive a pack containing the following when applying for a post:

- A statement of RISE Learning Zone's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- RISE Learning Zone's Safeguarding Policy
- RISE Learning Zone's Safer Recruitment Policy
- The selection procedure for the post
- RISE Learning Zones whistleblowing policy
- An application form
- Copy of RISE Learning Zone's Code of Conduct

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4 Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

3.5 A curriculum vitae will not be accepted in place of a completed application form.

4. Identification of the Recruitment Panel

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

5. Shortlisting and References

- 5.1 Candidates will be short listed against the person specification for the post.
- 5.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).
- 5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Referees will be asked specific questions about the following:
- 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, including the candidates ability and willingness to promote fundamental British values.
- 5.6 Reference requests will include the following:
- Applicants current post and salary
 - Sickness record

- Attendance record
 - Disciplinary record
- 5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. Invitation to Interview

6.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

7. The Selection Process

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

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

7.3 Candidates will be required to:

- Explain any gaps in employment

- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- 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

8. Employment Checks

8.1 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 proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- 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
- Prohibition order checks on all new teaching staff
- Disqualification check on all staff employed to work in early years , breakfast or after schools clubs.

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on RISE Learning Zone's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

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

9. Induction

9.1 All staff and volunteers who are new to RISE Learning Zone will receive information on RISE Learning Zone's 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.

9.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor OR
- Meet regularly with their line manager
- Attend appropriate training including generalist child protection training

10. Interns

10.1 **RISE Learning Zone** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. RISE Learning Zone request Interns to complete Safeguarding Training and will carry out a face to face induction with Safeguarding on the Agenda led by the Designated Safeguarding Lead or Deputy to check understanding.

10.2. **RISE Learning Zone** will carry out identity checks when the individuals arrives at school.

11. Supply Staff

11.1 **RISE Learning Zone** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

11.2. **RISE Learning Zone** will carry out identity checks when the individual arrives at school.

12. Peripatetic Staff

12.1 **RISE Learning Zone** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.