



SAFER RECRUITMENT POLICY

Nugent House School

Updated: October 2019

Review: September 2020

Policy Statement

The safe recruitment of staff in Nugent House School is the first step to safeguarding and promoting the welfare of the pupils. Nugent House is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Nugent House School recognises the value of, and seeks to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. Nugent House School is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Nugent House School will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equality and Diversity Policy.

All posts within Nugent House School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Nugent House School is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

Nugent House School will:

1. Ensure that staff who undertake recruitment responsibilities have received safe recruitment training and successfully completed a safer recruitment training assessment
2. Implement robust recruitment procedures and checks for appointing staff, trustees and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
3. Keep and maintain a single central record of recruitment and vetting checks in line with Legislative requirements

4. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
5. Require staff who are convicted or cautioned for any offence during their employment with Nugent House School to notify the Head Teacher, in writing, of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory professional references, together with one satisfactory character reference
- Verification of these references
- Verification of the candidate's identity
- The right to work in the UK
- A satisfactory Enhanced DBS clearance
- Verification of qualifications, where appropriate
- Verification of previous employment history
- Compliance with national minimum standards for children's homes.

It is the responsibility of the Head Teacher and other managers involved in recruitment to:

- Ensure that Nugent House School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of pupils at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

The Procedure

Advertising

To ensure equality of opportunity, Nugent House School will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

Nugent House School uses a standard application form. CVs will not be accepted other than as additional information.

Candidates are requested to account for any gaps or discrepancies in their employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing 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 other professional regulatory bodies (eg: General Teaching Council for England).

References

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. Nugent House School will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary
- Performance history and conduct
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

References will be formally verified by the appropriate manager and appropriate documentation completed and held on file.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of Convictions by Job Applicants

Nugent House School's policy requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether "spent" or "unspent" including any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the Head Teacher, prior to the interview. The Head Teacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

The selection process will always include the following:

- Face to face professional interview including a question related to safeguarding children (in line with NCSL Safer Recruitment Training)

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Disclosure and Barring Service check on the preferred candidate

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. Nugent House School will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant

certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, Nugent House School will require sight of a properly certified copy.

Where candidates have obtained qualifications abroad, Nugent will take all reasonable steps to confirm that candidates from abroad and their qualifications are verified.

Proof of identity and other documentation will be verified by the Head Teacher.

Employment Offer

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued.

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment. In the case of DBS disclosures, the certificate must be obtained before a start date can be confirmed.

Record Retention / Data Protection

Nugent will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow Nugent House School to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the Head Teacher within 6 months of the interview date.

Personal File Records

From January 2008, Nugent House School will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Proof of registration with General Teaching Council (for teaching staff)
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance (ie: the notification form from EPM or the DBS certificate reference number, NOT the actual DBS form or certificate)

Single Central Record of Recruitment Vetting Checks

In line with Legislative requirements, Nugent House School will keep and maintain a single central record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, trustees and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coach or artist.

The central record will indicate whether or not the following have been completed on behalf of all staff and trustees.

- Identity checks
- Qualification checks for any qualifications required for the job
- Additionally for those applying for teaching posts, registration check with the GTC where appropriate
- Checks of right to work in the United Kingdom
- List 99 checks
- DBS Enhanced Disclosure
- Further overseas records where appropriate
- Compliance with National Minimum Standards

It shall also indicate who undertook the check and the date on which the check was completed or the relevant certificate obtained.

In order to record supply staff provided through an agency on the record, the school will require written confirmation from the supply agency that it has satisfactorily completed the checks described above. The school does not need to carry out checks itself except where there is information contained within the disclosure. However identity checks must be carried out by the school to check the person arriving is the person the agency intends to refer to them and all this information must be contained in the single central record.

Probation Periods

Newly appointed staff who are new to the employment of Nugent House School will be subject to the school's probationary period and provided with a job description outlining their duties.