



Safer Staff Recruitment Policy

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Last Review:	2014
Reviewed by:	Board
Approval Date:	3rd November 2016
Approval By:	Desmond Jadoo
Next Review	November 2019

STAFF RECRUITMENT POLICY

1. RATIONALE

This policy is needed to ensure that the academy appoints the very best people to posts in the academy and that safe recruitment practices are rigorously enforced.

2. PURPOSES

- 2.1. To ensure all those employed at CUL Academy Trust are suitable individuals to work with children and young people.
- 2.2. To ensure all those employed at CUL Academy Trust are the best qualified and experienced to work with children and young people.
- 2.3. To ensure all those employed at CUL Academy Trust share the academy's ethos, values, ways of working and aspirations for its scholars and the community it serves.
- 2.4. To meet the requirements of the safeguarding agenda and protect both scholars and employers within the establishment.
- 2.5. To meet government recommendations for appropriate training especially for safer staff recruitment.
- 2.6. To ensure all employees understand the requirements within safeguarding and their role.

3. GUIDELINES FOR IMPLEMENTATION

3.1. Identification of the need for an appointment

Posts required at the academy are shown in the academy's shadow staffing structure.

The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

3.2. Advertisements & post details

Once the need for an appointment has been identified the academy will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the academy and the post. Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter from the principal or other member of staff in certain cases (e.g. SENCO for LSAs). This will include details of how to apply for the post (e.g. what is required in a letter) and the closing date
- Details of the post
- A job description and person specification
- Information about the academy
- An application form

All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

"This academy and the local authority are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is

required for this post prior to commencement.”

Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- The academy website recruitment section
- Candidate information pack
- Job description and person specification
- Invitation to interview

3.3. Applications and shortlisting

An appointment team will be established at this stage which will usually consist of:

- The principal or other senior member of staff.
- The appropriate line manager
- A governor where practical
- Other relevant staff e.g. LSAs; the SENCO; an assistant head.

B&NES personnel guidelines set out in more detail how the selection process applies to Assistant Head and Principal posts.

Applications can be made electronically or as hard copy.

Once the closing date has passed the appointment team will shortlist the candidates, and invite them for interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

3.4. Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the principal and – at some stage – a tour of the academy with scholars. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

- **Critical incident interviews.** Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate’s motives and ways of working.
- **Student interview panel.** Candidates are quizzed by scholars. This allows scholars to provide feedback to the final panel and it often provides a fascinating and very useful insight into how candidates communicate with scholars. Scholars very often provide interesting and perceptive feedback which adds much to the selection procedure. Normally a member of staff will observe this panel to provide scholars with guidance and support.
- **Teaching a lesson.** This provides very important information especially about how well the candidates plan lessons, how they interact with scholars and how well they teach. This does need careful planning and scholars need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place; something as simple as a discussion between the candidate and a group of scholars can provide useful insights.
- **In-tray exercises.** These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinized.
- **Group exercise.** Structured discussions with the other candidates to assess team working and negotiation skills.

The final interview will take place later in the day and will involve the key members of the appointment team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview. Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

3.5. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The academy will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet. The academy will request information about:

- The candidate's suitability for the post
- Attendance, health and punctuality
- Whether the candidate has passed the pay threshold for teachers (where appropriate)
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post – without reservation, with reservation or not at all.

References will be read before the interview so that any issues arising can be investigated during the interview.

3.6. The appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to LEA confirmation, satisfactory references and satisfactory medical and CRB disclosure checks. The unsuccessful candidates are informed and offered a debrief on their performance.

3.7. Safeguarding procedures on the interview day:

- During the day, the following checks will be made:

Proof of identity

Academic qualifications

A criminal record bureau check will be initiated for the successful candidate - all candidates will be asked to bring appropriate documentation for this

- The application form will ask for, where appropriate:
DFES reference number
Confirmation of registration with the General Teaching Council
Confirmation of qualified teacher status
- The candidate will also be asked in the interview to explain any gaps in time on the application form

3.8. After the appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the academy's safeguarding procedures.

Training will be provided where gaps have been identified.

4. Monitoring, evaluation & review

Appendix 1 is a monitoring checklist for the governor on the interview panel to use to ensure all the relevant safeguarding procedures have been followed

The academy will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, scholars, governors and candidates – how they can be improved.

5. Responsibilities

- The Principal – oversight of the policy and its implementation
- Governor for appointments – to ensure the correct procedures have been used
- Principal's PA – to collect documentation for the DBS check

Employer access online:

Employer access online is a free service for schools, local authorities and teacher supply agencies in England.

CUL Academy will comply under its Safer Recruitment/ DBS Policy to check the record of any teacher that it seeks to employ or are considering employing with Qualified Teacher Status (QTS) including any:

- trainee, newly qualified or fully qualified teacher – with the exception of teachers who have achieved QTS through holding qualified teacher learning and skills (QTLS)
- teacher with an active restriction (including any teacher with QTLS to whom this applies)
- teacher who has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence.

CUL Academy understands that the Employers Access Online site also provides access to separate lists of teachers who:

- have been prohibited from teaching
- have failed to successfully complete their induction or probation period
- may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.
 - Or be guilty of association by living with a person who has been named on the child sex offenders register.

Useful references:

The Academy Recruitment Handbook Hobby et al Routledge Farmer 2004
B&NES Personnel Handbook

Appendix 1

**Monitoring checklist of relevant safeguarding procedures for staff
Appointments**

Post:

Procedure:

Tick if carried out:

1. The academy's statement of commitment to safeguarding children and young people is shown in:
 - The advertisement
 - Website recruitment page
 - Candidate information pack
 - Job description & person specifications
 - Invitation to interview
2. Proof of identity has been checked
3. Academic qualifications have been verified
4. References have been:
 - Requested
 - Received
 - Provided by the referee
 - Provided by the candidates' current or most recent employer
5. Gaps in the candidates' records were accounted for
6. For the successful candidate:
 - A criminal record bureau check has been initiated
 - A medical and fitness check has been initiated
7. For teaching posts the successful candidate has provided
 - Their DFES registration number
 - Proof of their registration with the General Teaching Council
 - Evidence of their qualified teacher status

Checked by:

Position:

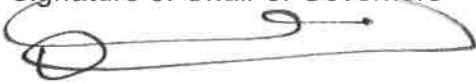
Signature:

Date:

Please return to the Principal's PA at the end of the interview.

This policy was adopted for full implementation on

This policy will be reviewed by the Governing Body on a 3 yearly cycle and must be signed by the Chair of Governors and the Principal.

Policy Reviewed:	3/11/2016
Next Review:	Sept 2019
Signature of Chair of Governors 	Signature of Principal 