



Loughton School

Safer Recruitment Policy

Rationale

Recruiting people of the highest calibre who understand and recognise the vision and aims of Loughton School, and who are committed to safeguarding and promoting the welfare of children. This will be essential for pupils realising the Loughton School experience and ultimately contributing to the school being outstanding.

For the appointment of the headteacher and deputy headteacher, the full Governing Body will establish a selection panel. The governing body may employ an adviser to support the appointment process. The School's HR Service provider, Strictly Education, will support the process as required by the school.

For the appointment of other staff, members of the Senior Leadership Group, Teachers and Support Staff the Governing Body will normally delegate this responsibility to the Headteacher who can be supported by members of the Governing Body.

All selection panels require at least one member of staff with Safer Recruitment training (to be updated every 3 years)

Section 1: General Principles

- 1.1 Principles within this policy can be used for the safer recruitment of all staff.
- 1.2 All recruitment will follow all relevant employment legislation that is in place at the time of recruitment.
- 1.3 All recruitment activity will be carried out in line with the Single Equality Statement and all those involved in the process will have been given a copy and reminded to update themselves on the content prior to involving themselves in the recruitment.
- 1.4 All decisions made with regard to the recruitment process will take into consideration the Single Equality Statement and other relevant Acts that are in place at that time.
- 1.5 Throughout the recruitment and selection process all candidates will be treated with respect and dignity.
- 1.6 Full regard will be given to child protection and welfare issues in appointing new staff.
- 1.7 Full consideration will be given to the behaviours or personal qualities required to support safeguarding and promote the welfare of children.
- 1.8 The head teacher and at least one governor will be trained in 'Safer Recruitment'. This training is to be recent (within the last 3years) and relevant.

Section 2: Prior to advertisement

- 2.1 A full job description and person specification incorporating Safeguarding elements and exemption from the Rehabilitation of Offenders Act (excluding protected offences) will be agreed by the Headteacher.
- 2.2 The job description will clearly state the main duties and responsibilities of the post and specifically mention the individual's responsibility for promoting and safeguarding

the welfare of children and young people he/she is responsible for or comes into contact with.

2.3 The person specification will include:

2.3.1 the qualifications and experience together with any other requirements needed to perform the role in relation to working with children and young people;

2.3.2 the competencies and qualities the successful candidate should be able to demonstrate;

2.3.3 explain how these requirements will be tested and assessed during the selection process;

2.3.4 explain that relevant issues arising from references will be taken up with short-listed applicants at interview

2.4 A recruitment timetable will be drafted to ensure deadlines can be met.

2.5 Agreement will be reached on who needs to be involved in the process to ensure the fairest and best outcome including governors and where appropriate external advisers.

2.5.1 At least two people will be involved at each stage of recruitment (more will be involved with senior or specialist roles

2.5.2 At least one person will be involved from advert, shortlisting through to interview stage.

2.6 Responsibility for administrative tasks such as placing advertisements, writing to candidates, requesting references, booking venues, etc will be agreed in advance so that the process is smooth and professional for everyone involved. The Personnel Manager will normally be responsible for this process.

2.7 The recruitment panel will consider ways of creatively raising the profile of the position other than advertising, whilst ensuring that any advert has full details of the checks that will be required.

2.8 Initial plans for the selection process will be discussed.

2.9 An information pack, content variable depending on the nature and seniority of the post, will be sent to candidates. The following will be sent as a minimum for managerial positions:

2.9.1 Recruitment process (when invited for interview)

2.9.2 Application form and explanation notes

2.9.3 Job and Person Specification

2.9.4 Vision and Aims of Loughton School

2.9.5 Referencing to School Safeguarding/Child Protection Policy

2.9.6 Referencing and DBS checking procedure

2.9.7 Notice that a criminal disclosure form will be required for those who are shortlisted.

2.9.8 Links to filtering guidance and protected offences so applicants are clear on any offences that need to be disclose.

2.9.9 Information that an online check may be undertaken on the applicant, before interview. Anything emerging from this will be discussed at interview.

2.9.10 Details of documentation that will be required

2.9.11 Any other details appropriate to the position such as working hours/weeks etc

Section 3: Recruitment Advertising

- 3.1 The recruitment advertisement will include a statement about the employer's commitment to safeguarding and promoting the welfare of children, in addition to reference to the need for the successful candidate to be DBS checked & exemption from Rehabilitation of Offenders Act (excluding filtered and protected offences.) and the online check on candidates.
- 3.2 The recruitment advertisement will be drafted to sell the job, promote the safeguarding agenda and discourage unsuitable candidates. It will be placed locally and nationally (headteacher and deputy headteacher appointments) in appropriate publications / websites for the skills and abilities required for the position. This will be done with consideration of best value and budget arrangements.
- 3.3 Applicants who are shortlisted and invited for interview, will be asked to give details in an envelope of all convictions or warnings (excluding protected offences) to the interview.

Section 4: Short-listing

- 4.1 All candidates will receive a response and will be kept informed of the progress of their application.
- 4.2 Short-listing will be carried out by assessing the information provided in the individual's application against the essential knowledge, skills and abilities on the person specification.
- 4.3 Applications will be scrutinised to ensure they are properly and fully completed; information is consistent and any gaps are identified. Any gaps will, be clarified by telephone, e-mail or at interview using value-based interview techniques.
- 4.4 Any anomalies, discrepancies or gaps in employment should not exclude the candidate from interview but must be investigated in interview be noted to as part of the consideration or whether to appoint the applicant.
- 4.5 Repeated changes in employment or obvious gaps, without clear career or salary progression will also need to be explored and verified at interview.
- 4.6 All short-listed candidates will be encouraged to visit the School prior to the selection process.
- 4.7 All shortlisted candidates will be asked to bring in relevant documentation, including a disclosure of any criminal convictions or warnings (that are not protected or restricted)
- 4.8 All shortlisted candidates will be made aware that an online check may be made about them, any issues will be asked about at interview.

Section 5: References

- 5.1 A minimum of two references should be sought and obtained directly from the referee on all short-listed candidates before interview. One must be their current employer.
- 5.2 References for teachers should be sought before interview.
- 5.3 All other staff, permissions must be given to request references from current employer.
- 5.4 Any issues arising from references will be further explored with the referee and taken up with the candidate at interview (or after interview if references are not received by interview stage).
- 5.5 Where a reference has not been obtained on the preferred candidate before the interview, it must be received and scrutinised and any concerns resolved satisfactorily before the person's conditional appointment is confirmed.
- 5.6 All references will seek objective verifiable information and not subjective opinion.
- 5.7 Loughton School will verify sources of references where available, ensuring they have come from a valid source or organisation.
- 5.8 All electronic references will be checked for validity.
- 5.9 A copy of the job description and person specification for the applicable post will be included with reference requests.
- 5.10 All reference requests will ask:
 - 5.10.1 the referee's relationship with the candidate; ask for specific comments about the applicant's suitability and capability for the job in question and how he/she has demonstrated that he/she meets the person specification;
 - 5.10.2 whether the referee is completely satisfied that the candidate is suitable to work with children and if not, for specific details of the reasons why the referee believes the person might be unsuitable.
- 5.11 References will also seek confirmation of details of the applicant's current post, salary, performance history and conduct including any disciplinary procedures and current disciplinary sanctions. Confirmation of any allegations or disciplinary procedures involving issues relating to behaviour towards children or young people, or the health and safety and welfare of children or young people, including any in which the disciplinary sanction has expired and the outcome of those.
- 5.12 Information about past disciplinary action or allegations should be considered.
- 5.13 The referee will be reminded that they have a responsibility to ensure the reference is accurate and does not contain any material misstatement or omission and that relevant factual content may be discussed with the applicant.

- 5.14 References will be checked against the application form to ensure specific questions have been answered. Any vague or unspecific answers should be followed up by telephone and written answers should be requested. Any discrepancies will be taken up with the applicant.
- 5.15 Open references and pre-printed references will not be accepted.

Section 6: Selection process

- 6.1 The selection process will be fully planned and managed.
- 6.2 The selection process will be designed to test all candidates' knowledge, practical experience, philosophies, interpersonal skills and understanding of current education initiatives and legislation.
- 6.3 The selection exercises will be designed to bring out the best in all candidates and give them the opportunity to show their strengths.
- 6.4 All members of the selection panel will be given the opportunity to express their opinion and challenge others.
- 6.5 Pupils can be involved in the selection process. This could be pupils giving a tour of the school or the panel observing short listed candidates' interaction with pupils or teaching a lesson.
- 6.6 Interviews will be conducted by a minimum of two people (preferably three), one person must have Safer Recruitment training and, for senior or specialist posts, a larger panel would be involved in the process.
- 6.7 Candidates should bring original qualification certificates, proof of identity x 3 (one with address), evidence that they have right to live and work in UK, details of any convictions or cautions to interview. If they have a portable DBS, they can bring this as well,
- 6.8 Candidates are required to bring their original birth certificate and any subsequent name change documentation (such as marriage certificate, divorce papers or deed of name change with them). All names will be checked when DBS is completed.
- 6.9 Any previous convictions and warnings can be considered at this point. Panel must risk asses if they are willing to employ individual. There are very few offences that bar someone from working with children. Organisation is required to consider each application individually and consider whether any offences impact on their ability to fulfil the role and the safety of children within our school.
- 6.10 Risk assessments will be kept securely in personnel files for successful candidates and referred to if another post is applied for.

Section 7: Completion of process

- 7.1 Feedback will be offered to all candidates and will be constructive and developmental.

- 7.2 All notes and paperwork with regard to candidates will be handled sensitively and in line with the GDPR 2018.
- 7.3 Feedback will be requested from candidates with regard to the process to learn for future recruitment activities.
- 7.4 All checks required will be completed i.e. DBS, Qualified Teacher Status, Medical Clearance, overseas checks and Asylum and Immigration. These will normally be completed by The Finance and Personnel Manager.
- 7.5 Governor/management positions will also need a Section 128 Mandate through the Teacher Service Portal to be completed.
- 7.6 Post can be offered conditionally based on successful references, DBS checks, and a successful probation period.

Section 8: Induction

- 8.1 Following confirmation of offer and agreement of start date, preparation for induction can take place.
- 8.2 Induction will include:
 - 8.2.1 Training and information about school policies and procedures (including those relating to safeguarding and promoting welfare e.g. Child protection, Code of Conduct, anti-bullying, physical intervention/restraint and internet safety)
 - 8.2.2 Supporting people in the way that is appropriate for the role
 - 8.2.3 Details on DSL's & Safeguarding Governor
 - 8.2.4 Information on their expected conduct- Staff handbook
 - 8.2.5 The opportunity for line managers to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately
 - 8.2.6 Whistleblowing Policy
 - 8.2.7 Behaviour Policy
 - 8.2.8 Confidentiality policy
 - 8.2.9 Details on how to report allegations against staff.
 - 8.2.10 Opportunities for the individual to discuss any issues or concerns about their role or responsibilities
 - 8.2.11 Child protection training
 - 8.2.12 Log in details for computer system
 - 8.2.13 Log in for CPOMS
- 8.3 Induction period, probation period & goals to be agreed before commencement.
- 8.4 Following probation period post is either made permanent, extended or ended. This can be ended on either side. Probation can be extended if needed.

Section 9: Monitoring

- 9.1 The recruitment process and induction arrangements will be monitored to allow for future recruitment practices to be better informed. It will normally cover staff turnover and reasons for leaving, exit interviews and attendance of new recruits at child protection training.
- 9.2 We operate a culture of vigilance, supporting and encouraging staff to be watchful of each other.
- 9.3 Staff will be monitored continuously during employment via staff meetings, supervision & appraisals.
- 9.4 We encourage staff to be vigilant of each other and to notify the Head if anyone is not following the policies or procedures or behaves in a way that is concerning or breaks the staff handbook rules.
- 9.5 Staff will be required to complete an annual declaration, disclosing the following:
 - Anything that may affect their ability to work with children
 - Any prosecutions or warnings
 - Any involvement with CSC
 - Any work or volunteering that they do with other agencies or organisations, where they have contact with children.
 - Disclosure of any names they have previously been known by and have not disclosed previously



Bradwell Road, Loughton, Milton Keynes MK5 8DN

Telephone: 01908 665971

e-mail: office@loughton.school www.loughton.milton-keynes.sch.uk

Headteacher: Rebekah Green

Reference Request Pro-Forma

Candidate's Name:	
Post Applied for:	

Name of your company/ organisation / school:	
Your relationship to candidate: (ie: headteacher, chair of governors, line manager)	
How long have you known the applicant?	

Please provide dates of employment with your organisation: From: To:	
Position held by applicant:	
Main duties and responsibilities:	
Salary:	
Reason for Leaving: (eg: voluntary resignation, dismissal, etc)	
Has this person ever been subject to any kind of disciplinary action whilst in your employment? Yes or No If Yes, please give details:	
Has this person ever been referred to the Local Area Designated Officer (LADO)? If yes please give details:	

Please tick relevant box

Please indicate suitability of the candidate with regards to consistent practice.

	Inadequate (✓)	Adequate (✓)	Good (✓)	Outstanding (✓)	
Classroom management					
Quality of learning					
Quality of teaching					
Behaviour Management Expertise					
Classroom formative and summative assessment					
Commitment to pupil outcomes					
A positive ethos is established, developed and promoted					
Ability to empathise with children and to be firm, fair and consistent					
Maintains a good relationship with children and listens to children					
Ability to identify concerns and keep children safe					
Commitment to developing links between home and school					
Relationships with parents					
Values of the school supported and communicated to all stakeholders					
Good working relationships and ability to work as part of a team					
Ability to develop team approaches					
Has experience of being a performance manager					
Understanding of SEN issues					
Has the skills to effectively lead a curriculum area					
Attitude to challenge and change is proactive and positive					
Organisational skills					
Ability to keep to deadlines					
Pays attention to detail					
Ability to use own initiative and work independently					
Ability to reflect and be self-critical					

Ability to think creatively					
Attendance					
Punctuality					
Confidentiality					
<p>Please comment on the candidate's ability / suitability to undertake this job. Please refer to the attached job description and person specification when assessing the candidate's suitability for the post. <i>(Please continue on a separate sheet if necessary).</i></p>					
<p>Have you or your colleagues ever had any cause for concern about this person's behaviour or judgement particularly in relation to working with children?</p> <p>Yes or No</p> <p>If Yes, please give details:</p>					
<p>Do you have any other relevant comments on the applicant's performance history and conduct?</p>					
<p>Are you aware of any reason why the school should not employ this candidate?</p> <p>Yes or No</p> <p>If Yes, please give details:</p>					
<p>Please indicate whether you can recommend the applicant:</p> <p>Recommend Very Strongly For Not at Unreservedly Strongly Consideration all</p>					
Signed:					Date:
Print Name:					
Position:			Contact Telephone Number:		

Thank you for completing this reference. Please note that relevant factual content may be discussed with the applicant.

Date
Name
Address

Dear

Applicant's Name

The above has applied for the post of teaching assistant (Named Child) and has given your name as a referee.

We would be grateful if you would supply a reference. We have enclosed details of the post along with a tick list for you to complete. There is an opportunity for you to supply additional information which you feel is relevant to the candidate's suitability for the post.

If you would prefer, you can reply by email to our finance and personnel manager, Janet Hobbs, at Hobbsj@loughton.school or a conversation with the headteacher can also take place if needed.

Thank you for your assistance.

Yours sincerely

Rebekah Green

Rebekah Green
Headteacher