



Subject: Safer Recruitment	Number: POL00112
Approved by:	Type: Policy
Managing Director	Issued: October 2021
	Revision: 3.0
	Effective: September 2023

1. Objectives

1.1 Overall Aims

Robert Holme Academy is committed to the safeguarding of children and young people.

Robert Holme Academy also aim to provide a safe and secure environment for our staff, students and visitors. In order to ensure the highest level of safeguarding, we undertake specific measures within our recruitment process in order to support the creation of a safer culture.

When referring to ‘staff’ in this policy, it will include staff that are temporary, fixed term, permanent, sessional. This also includes those that are agency workers or self-employed contractors.

The Robert Holme Academy has adopted the Disclosure and Barring Service’s Code of Practice on the use and handling of Disclosure information, and will adhere to it under all circumstances. A copy of the code is available from the Managing Director on request.

The Robert Holme Academy aims to ensure both safe and fair recruitment of all staff and volunteers by:

- attracting the best possible candidates to vacancies;
- deterring prospective candidates who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates who are unsuitable to work with children and young people.

1.2 Rehabilitation of Offenders

All posts within Robert Holme Academy are exempt from the Rehabilitation of Offenders Act 1974. Therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. They will also be required to have Enhanced Disclosure and Barring Service (DBS) check.

Having a criminal record will not necessarily bar someone from work. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Consideration is therefore given to:

- the relevance of the conviction or matter revealed;
- the seriousness of the offence or matter revealed;
- the length of time since the offence or matter occurred;
- whether the applicant has a pattern of offending behaviour or matters;
- whether the applicant’s circumstances have changed since the offending behaviour or matters;
- the circumstances surrounding the offence and explanation offered.

Particular offenses that would automatically prevent an offer of employment being offered include:

- rape;
- incest;
- child abuse
- unlawful sexual intercourse;



- indecent assault;
- gross indecency; and
- taking or distributing indecent photographs.

Other offences which make an offer of employment unlikely include, but are not limited to:

- violent or abusive behaviour towards children or young people;
- a sexual relationship with a pupil (regardless of age);
- a sexual offence against someone over the age of 16;
- an offence involving serious violence;
- drug trafficking and drug related offenses;
- deception in relation to employment in education such as job history;
- false claims of qualifications or failure to disclose past convictions;
- any conviction which resulted in imprisonment for more than 12 months;
- repeated misconduct multiple convictions unless very minor in detail; or
- stealing money or property from a school.

1.3 *Current Staff Members*

If a current staff member receives a criminal conviction or caution, they should inform the Managing Director or Headteacher immediately in writing of the offence and penalty.

If a current staff member requires their records be updated due to a conviction or on future checks on an employee show a conviction not previously disclosed, employees will not be dismissed as a matter of course, but the case will be considered on its merits, risk and relevance.

2. Scope and Applicability

This policy is applicable to the recruitment and employment of all staff within the Robert Holme Academy, including full time employees, temporary and agency staff and volunteers.

3. Procedure

3.1 *Responsibilities*

The Managing Director is responsible for ensuring effective policies and procedures are in place for safe and fair recruitment of staff and for monitor compliance with policy and procedure.

The Managing Director also ensures that the Robert Holme Academy operates safe and fair recruitment and selection procedures which are reviewed regularly and updated where necessary in line with current legislation and guidance.

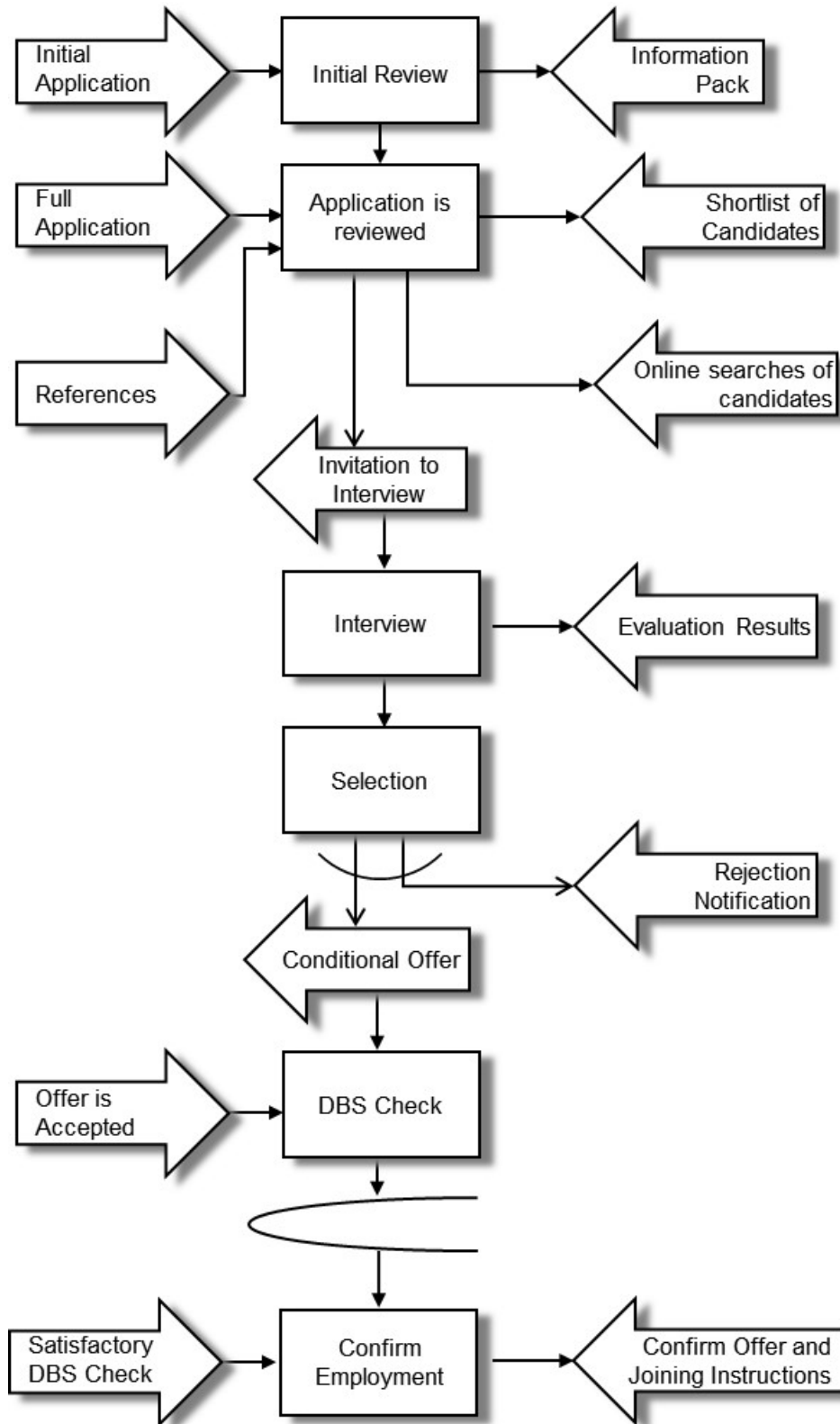
The Headteacher ensures all appropriate checks have been carried out on staff and volunteers who work at the Robert Holme Academy.

The Managing Director and Headteacher are responsible for monitoring contractors, agency staff and other temporary employees to ensure they comply with this policy.

All staff are requirement to promote the safety and wellbeing of students at all times.



3.2 Process





3.3 Applications

Advertisements for any position within the Robert Holme Academy, whether paid or voluntary, will include a statement outlining the requirements for vetting applicants, including informing candidates that online searches and other due diligence checks will be conducted prior to inviting candidates for interview. All post holders are subject to a Disclosure and Barring Service check before official confirmation of position.

A deadline for applications is provided. Any applications received after the deadline are rejected for the current position, but details may be kept securely and the candidate may be approached directly to apply for subsequent positions.

When applying for a post all applicants will receive a pack containing:

- a statement of the our commitment to ensuring the safety and wellbeing;
- information about the Robert Holme Academy;
- a job description and person specification;
- the Child Protection & Safeguarding Policy;
- the Safer Recruitment Policy;
- the selection procedure for the post;
- an application form and recruitment monitoring form.

Applicants are required to complete the application form in full. Incomplete application forms are returned to the applicant for further information provided the deadline for applications has not passed. Online application submissions will be signed upon interview if they are successful.

CVs are not accepted in place of an application form.

3.4 Reviewing Applications

The recruitment panel consists of three members of staff, including a member of the safeguarding team, a member of Senior management and a staff member with direct responsibility for the perspective post holder. Where possible at least one member of the panel will have successfully completed training in ‘Safer Recruitment’.

Candidates are shortlisted for interview against the person specification and job description.

Two references are requested prior to interview, including the candidates most recent employer, allowing for any discrepancies to be checked before interview. The references are selected from the details given on application form. All conversations, communications and notes are stored securely.

If there is an issue with references, previous employers may be contacted to clarify specific points.

If the candidate has been living or has lived outside of the United Kingdom, further checks are made to establish suitability.

Referees are asked a number of questions about the candidate including:

- the candidates suitability to work with children and young people;
- details of any disciplinary warnings, including time expired warnings, relating to safeguarding of children and young people;
- suitability for the open position;
- current position and salary;
- attendance and absence record.

Further due diligence is also undertaken, including online searches to review the suitability of the candidates social media and online profiles, as well as their posts and comments, prior to interview.



3.5 *Interview*

Candidates are invited to attend an interview via their given email address and are required to confirm their attendance for interview within two working days. All candidates receive:

- a letter confirming the interview, details of the selection techniques and requirements on the day of the interview, including any additional documentation that may be required;
- details of the interview day, including a list of panel members;
- a further copy of the person specification for the role they have applied for;
- details of any tasks they are expected to undertake as part of the process;
- contact details to discuss any queries they may have with regards to the interview.

Interviews usually take place face to face. If this is not possible, it may be possible to complete a video interview, but this may entail further checks at a later date.

Candidates are asked to bring photo identification with them to their interview to prove their identity.

Due to the varying job roles within the Robert Holme Academy, different selection techniques may be used to determine suitability for a specific role.

Candidates are asked to explain any gaps in employment and explain any anomalies or discrepancies in the information available to the panel. They must also declare any information that is likely to appear on a Disclosure and Barring Service check and demonstrate their ability to safeguard and protect children and young people.

Any potential offer of employment is conditional on the following information, checks and actions:

- proof of identity;
- completion on an enhanced Disclosure and Barring Service check and satisfactory clearance;
- proof of eligibility to live and work in the UK;
- proof of professional status (where appropriate);
- proof of qualifications (certificates);
- completion of a confidential health questionnaire;
- signing of a contract of employment and any non-disclosure agreements.

On receipt of checks, confirmation will be sent in writing and documents will be retained within the staff records. They will also be logged on the single Central Record of Staff Roll.

Interview candidates are informed of the likely timescale for finding out if they have been successful - as this is dependent on other interviews. Successful candidates receive an email confirming their successful application. However, their employment is only confirmed once the necessary Disclosure and Barring Service checks have been completed.

3.6 *Selection*

The decision to recruit a candidate is made unanimously by the recruitment panel, based on evaluation of the information provided by each candidate. As far as possible, selections are made objectively based on a scoring scheme prepared in advance of the selection process.

If all candidates are deemed unsuitable, the position will be re-opened with an invitation for further applications.

Successful candidates are given a welcome pack, instructions for completing a Disclosure and Barring Service check and induction procedures as well as a staff handbook and proposed start date. However, the candidate only commences duties on completion of a satisfactory Disclosure and Barring Service check.



No candidate can commence duties at Robert Holme Academy without a satisfactory Disclosure and Barring Service check.

3.6 **Induction**

All staff provided a full induction at commencement of employment. The induction includes basic training, including briefings on the policies and procedures used by the Robert Holme Academy. Staff are provided with an induction pack as part of the training, including:

- information about the Robert Holme Academy, its facilities, location and local services;
- details of fire safety and emergency procedures;
- details of the working day and absence/sickness procedures;
- the staffing structure;
- a job description & person specification;
- details of probation periods and reviews;
- a schedule of meetings and planned events, including training.

Staff are also provided with copies of the following documents during induction training:

- Staff Handbook;
- Child Protection and Safeguarding policy;
- Child Protection and Safeguarding Handbook;
- Health and Safety policy;
- Health and Safety Handbook;
- Behaviour policy.

3.7 **Probation**

The probation period is an important part in monitoring the performance of new staff members and ensuring that they are able to fulfil their roles and responsibilities. The probation period also ensures we provide the right support, guidance and training to new staff to enable them to gain confidence and achieve their best. Probation period ensures both the Robert Holme Academy and staff member are happy in their role and completing all duties to a high standard.

The probation period is directly linked with the induction process and both share an underlying objective to enable new staff members to be integrate quickly and be effective in their posts and the team.

The probationary period also allows us the opportunity to make a judgement on the competence of staff and whether they are sufficiently motivated to perform their duties.

A new staff member is provided with a mentor to monitor, assess and support them during this time.

At the end of a successful probation period, the staff member will meet with a member of the Senior Management Team in order to feedback on performance, identify any further support needs and confirm the continuing of employment. This may include setting targets to be reviewed in their Appraisal. At the end of the probation period (set out in the contract of employment) staff members will receive official confirmation of their role.



3.8 Supply Staff

Robert Holme Academy only works with agencies that operate a Safer Recruitment Policy and confirm that all relevant checks have been completed satisfactorily. Any information disclosed and shared with us as part of the Disclosure and Barring Service check will be treated confidentially.

Supply teachers are required to provide two forms of photo identification along with a valid Enhanced Disclosure and Barring Service certificate.

Information about the candidate and suitability for the role is expected to be shared by the agency in advance of their attendance.

Any concerns will be raised in line with the Safeguarding and Child Protection Policy and where appropriate, with the supply agency.

4. References

Guidance in preparing this policy is taken from:

1. Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975, available at <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>
2. Allegations of abuse against teachers and non-teaching staff, 2012, available at: <https://www.gov.uk/government/publications/allegations-of-abuse-against-teachers-and-non-teaching-staff>
3. Equality Act 2020: guidance, available at: <https://www.gov.uk/guidance/equality-act-2010-guidance>
4. Keeping children safe in education 2023, available at: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
5. NSPCC: A summary of changes introduced by Keeping children safe in education 2023, available at: <https://learning.nspcc.org.uk/research-resources/schools/keeping-children-safe-in-education-caspar-briefing>
6. Immigration Act 2016, available at: <https://www.gov.uk/government/collections/immigration-bill-2015-16>