

# The Rural Enterprise Academy



## SAFE RECRUITMENT POLICY

Approved by Governors: **December 2017**

Review Period: **2 years**

Review by: **December 2019**

## **1. Roles and Responsibilities**

- 1.1 The responsibility for the implementation of this policy and provision rests with the Principal and the Human Resources team of South Staffordshire College who provide HR support to the Academy. On an operational basis, the management, responsibility and evaluation of this policy is undertaken by the Principal.
- 1.2 It is important to note that every member of staff is responsible for ensuring that this policy is fully implemented and that in situations not covered by this policy, staff must act in the best interests of the learner, as any responsible parent would act.
- 1.3 The welfare of learners will be paramount in the recruitment process and all effort will be made to ensure that staff appointed are of the highest calibre and entirely suitable to work with children and young adults.

## **2. Suggested Audience**

All staff

## **3. Related policies**

This policy is part of a suite of policies which should also be referred to:

- Safeguarding incorporating Child Protection Policy
- Complaints Policy
- Equal Opportunities Policy
- Health and Safety Policy
- Whistleblowing Policy
- Safeguarding incorporating Child Protection Whistleblowing Policy
- Staff Code of Conduct

## **4. Academy Mission Statement:**

**“The Rural Enterprise Academy: educating, nurturing and inspiring our future rural entrepreneurs”**

## **5. Introduction**

- 5.1 The Rural Enterprise Academy will ensure that learners are given the support, information and skills they need to become well-balanced and confident individuals. The Rural Enterprise Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- 5.2 The welfare of children will be safeguarded at every stage of the recruitment process at The Rural Enterprise Academy. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough. Information from applicants will be collated, analysed and evaluated in the context of safeguarding and welfare. The mix of qualities, qualifications and experience a successful candidate will need to demonstrate and any other particular matters will be clear in the advertisement.
- 5.3 The Academy will comply with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in 'Safeguarding Children: Safer Recruitment and Selection in Education Settings'; 'Working Together to safeguard Children' 2013; 'Keeping Children Safe in Education' 2016 and the Code of Practice published by the Disclosure and Barring Service (DBS)
- 5.4 The advertisement will make clear The Rural Enterprise Academy's commitment to safeguarding as described at the opening of this policy, and will refer to the need for the successful applicant to undertake enhanced Data and Baring Service Checks (DBS) checks (A DBS Enhanced Barring Disclosure). An enhanced DBS disclosure will contain the same details as a standard disclosure. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question. The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked. There will be a recruitment pack which will set out the extent of the responsibility for children the person will have. All people who work in The Rural Enterprise Academy have responsibility for children to some extent as per TREA's Safeguarding Policy.

## **6. Policy on recruitment of ex-offenders**

- 6.1 The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Academy makes appointment decisions on the basis of merit and ability.
- 6.2 If an applicant has a criminal record this will not automatically debar him/her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the job and person specification.
- 6.3 In view of the fact that all positions within the Academy will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal

on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

- 6.4 Under the relevant legislation, it is unlawful for the Academy to employ anyone who is included on the lists maintained by the DFE and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the Academy to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.
- 6.5 It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the Academy. If :
- the Academy receives an application from a disqualified person;
  - the Academy is provided with false information in, or in support of an applicant's application; or
  - the Academy has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, Ofsted, DBS and/or the DFE

## **7 The Recruitment Process**

- 7.1 Scrutiny of applicant information from all sources including application forms in preference to CVs will focus on the following:
- 7.1.1 Full identifying details of the applicant, e.g. current and former names, date of birth, current address and National Insurance number
- 7.1.2 Applicants for teaching posts: QTS/QTLS reference number if applicable
- 7.1.3 Details of any academic/vocational qualifications the applicant has obtained and details of the awarding body and date of award
- 7.1.4 Full history in chronological order since leaving secondary academy of any post-secondary education/training, part-time and voluntary work, as well as full-time employment, with start and end dates and explanations for periods not in employment/education/training and reasons for leaving employment
- 7.1.5 Presence of any family or close relationship to any of The Rural Enterprise Academy trustees, governors or current employees
- 7.1.6 Two references are expected. These should include most recent employer (and unless there are exceptional circumstances this should be submitted by the Principal/Headteacher) and the most recent employer when the applicant

worked with children if different. Referees who are only friends will not be accepted. References will be taken up prior to interview.

7.1.7 The personal qualities and experiences that the applicant believes are relevant to the post advertised at The Rural Enterprise Academy, and how s/he matches the person specification

7.1.8 Satisfactory adherence to a statement that the post is exempt from the Rehabilitation of Offenders Act 1 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

7.1.9 A statement for the applicant to sign that s/he is not on list 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs or has attached details of their record in a sealed envelope marked confidential.

## **8. References**

8.1 References will be requested for shortlisted candidates. References will ask former employees for:

- Confirmation of particular experience or qualifications
- Any disciplinary offences relating to children, including any that are 'time expired'
- Whether the applicant has been subject of any child protection concerns, and if so
- The outcome of any enquiry or disciplinary

## **9. Job Description**

Will state:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting well-being in a safe environment of children and young people s/he is responsible for or comes into contact with

## **10. Person Specification**

Will state:

- The qualifications, experience and other requirements needed to perform the role in relation to working with children and young people

- The competences and qualities the applicant should be able to demonstrate
- How these requirements will be tested and assessed during the selection process
- That the interview will explore issues relating to safeguarding and promoting the welfare of children:
  - Motivation to work with children and young people
  - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
  - Emotional resilience in working with young people with challenging behaviours
  - Attitudes to use of authority and maintaining discipline

## **11. Information Pack**

Will include:

- Application form and explanatory notes for completing it
- Job description and person specification
- Relevant information about The Rural Enterprise Academy
- A statement of the terms and conditions relating to the post

## **12. Scrutinising and Shortlisting**

All applications will be scrutinised to ensure that:

- The information provided is consistent and contains no discrepancies
- Any gaps on employment are identified for later exploration
- Any history of repeated changes without career progression, or career moves from a permanent post to supply or temporary work can be explored
- All candidates will be assessed equally against the criteria within the person specification.

## **13. References**

13.1 All references used in the recruitment process will be sought and obtained directly from the referees. Open references or testimonials will not be accepted. References will be sought for all shortlisted candidates prior to interview. In exceptional circumstances a candidate may strongly object to a current employer being contacted prior to interview. The person conducting the process may agree to approach the referee only if the candidate is the preferred candidate. This is not preferred practice, and the post cannot be confirmed until the reference has been received and scrutinised. Reference requests will ask for objective information that can be verified. The referee will be provided with a job description and a person specification. Information requested will include:

- The relationship between the referee and the applicant
- How long the referee has known the applicant
- Whether the referee is satisfied that the applicant is suitable for the job in question and how s/he has demonstrated that s/he meets the person specification
- If the referee is completely satisfied that the applicant is suitable to work with children

13.2 The following will be requested from the current employer::

- Confirmation of the details of the applicant's current post and salary
- Verifiable comments about the candidate's performance history and conduct
- Details of any disciplinary procedures the candidate has been subject to in which the sanction is current
- Details of any disciplinary procedures the candidate has been subject to involving issues relating to the health and safety of children or young people, including any in which the sanction has expired
- Details of any allegations or concerns that have been raised about the applicant in relation to the safety and welfare of children and young people or behaviour towards children or young people, and the outcomes of those concerns

13.3 On receipt the reference will be checked to see if all specific queries have been answered satisfactorily. If they have not the referee will be telephoned and asked to provide written details or amplification by telephone, which will be written down.

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

## **14. Involving Students**

The Rural Enterprise Academy will endeavour, wherever it is possible to involve learners in the recruitment process. This may be as a separate panel with an adult supporting, or showing candidates around, or through being members of teaching groups. Candidates' interaction with learners will be observed.

## **15. Interviews**

The interview will assess the merits of the candidates against the job requirements. No candidate will be appointed without being seen teach and a face-to-face interview.

## **16. Invitation to Interview**

- 16.1 This will remind candidates that the interview will include an exploration of their suitability to work with children. A copy of the person specification will be sent with the invitation to remind candidates of the areas that will be explored. The invitation will also stress that the successful candidate will need to be checked thoroughly to ensure their identity is correct and that a DBS form will need to be completed. S/he will need to bring–

- Current driving licence (both paper counterpart and plastic card with photograph unless an older version) and passport or a full birth certificate
- Two utility bills or bank statements (from different sources) showing their name and the same current home address
- Documentation confirming their National Insurance Number (P45, P60 or NATIONAL Insurance Card)
- Any name change will need the appropriate documentation
- Original documents confirming any educational or professional qualifications

## **17. Interview Panel**

17.1 Interviews will be conducted by a minimum of 2 interviewers, but usually 3 or more. At least one member of the interview panel must have completed the Safer Recruiting training. The Academy Principle has completed said training. Panel members will:

- Have the authority to make decisions about appointments
- Be appropriately trained
- Have met before the interview to agree on the required standard for the job they are appointing
- Have agreed the assessment criteria in accordance with the person specification
- Have agreed a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate relating to their application and references. Candidate's response to a question will determine if they are followed up.

## **18. Scope of the Interview**

18.1 In addition to assessing and evaluating the applicants' suitability for the post the interview panel will also:

- Explore the candidates' attitude towards children and young people
- Assess their ability to support The Rural Enterprise Academy's agenda for safeguarding and promoting the welfare of children
- Explore gaps in the candidate's employment history
- Follow up concerns or discrepancies arising from the information provided by the candidate and/or referee
- Ask the candidate if there is anything they wish to declare in the light of the need for a DBS check

## **19. Conditional offer of Appointment**

19.1 An offer of appointment to the successful candidate will be conditional on:

- The receipt of 2 satisfactory references

- Verification of the candidate's identity
- An enhanced DBS check
- Verification of medical fitness
- Verification of qualifications
- Verification of professional status if applicable
- Verification that the candidate is not on any prohibited list

## **20. Governors**

All Governors will be required to have an enhanced DBS check

## **21. Supply Staff**

Where supply staff are employed directly by The Rural Enterprise Academy we will complete all relevant checks as described in the recruitment section of this policy. Where staff are provided by an agency The Rural Enterprise Academy will obtain written confirmation from the agency that the checks required by The Rural Enterprise Academy safeguarding policy for non supply staff have been followed.

## **22. Staff from Overseas**

The Rural Enterprise Academy will confirm the right of those they employ to work in the United Kingdom. Staff who have lived outside of the UK must undergo the same checks as all other staff, including enhanced DBS checks. In addition, The Rural Enterprise Academy will make further checks as we consider appropriate: e.g. obtaining certificates of good conduct from embassies, or police forces. If the applicant is from a country where further information is not available e.g. a refugee, then further references will be sought followed up by telephone calls. If it is ever necessary to engage a member of staff before the enhanced DBS disclosure has been obtained The Rural Enterprise Academy will ensure that the person is appropriately supervised.

## **23. Records**

Records of all checks will be kept with dates of the check and the name of the individual who made the check will be held on the Single Central Register.

## **24. Post Appointment Induction**

24.1 The Rural Enterprise Academy will run an induction programme for all new staff and volunteers. This will include:

- policies and procedures especially in relation to safeguarding and behaviour.
- safe practice and the standards of conduct and behaviour expected of staff and students at The Rural Enterprise Academy.
- How and with whom any concerns should be raised
- Other relevant personnel procedures e.g. disciplinary, capability and whistleblowing including safeguarding whistleblowing

24.2 Training in safeguarding procedures will be given.

## **25. Maintaining a Safer Culture**

The Rural Enterprise Academy will:

- Maintain a clear written statement of the standards of behaviour and boundaries of appropriate behaviour expected of staff and learners and ensure it is understood and endorsed by all
- Ensure appropriate induction and safeguarding training
- Offer regular briefings and discussion of relevant issues

## **26. Monitoring Staff Turnover**

26.1 The Rural Enterprise Academy will monitor both the recruitment process and induction arrangements by monitoring the following:

- Staff turnover and reasons for leaving
- Attendance of new recruits at safeguarding training

## **27. Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout The Rural Enterprise Academy.

## **28. Approval by the Governing Body and review date**

This policy has been formally approved and adopted by the Governing Body at a formally convened meeting