



Magdalen Court School

Safer Recruitment Policy

Date Adopted by Trustees Jan 2021

Review Date Jan 2022



Safer Recruitment (Recruitment, Selection and Disclosure)

Introduction

The welfare of children is paramount. To this end we operate a safer recruitment procedure which is detailed below.

Staff selection criteria

Our selection criteria are based on the following:

1. Experience
2. Knowledge
3. Skills and Ability
4. Personality/Social Skills
5. Other factors relevant to the specific position

Permanent Staff Recruitment Procedure Stage 1 Recruitment Preparation

1. Planning

The Head Teacher with the HR Officer will decide a timetable for the recruitment process of the role required. The job description, person specification and other documents to be sent to applicants should be reviewed and updated as necessary. It should be ensured that the application form seeks all relevant information and includes relevant statements about references etc. The application form will include a statement explaining that the role is exempt from the Rehabilitation of Offenders Act 1974 with an explanation of when in the process, criminal record information will be collected.

2. Vacancy Advertisement - *Adverts*

Adverts will be placed on nominated websites, or through papers. The standard format includes the statement of commitment to safeguarding and promoting the welfare of children, and a statement to say full references and an Enhanced DBS Disclosure (with barred list check if in regulated activity) will be carried out on the successful applicant.

3. Applications on receipt

All applications should be scrutinised with any anomalies or gaps in employment noted to explore if the candidate is considered for the short-list.

4. Once all the applications have been scrutinised a short-list should be drawn up of the most suitable candidates

Stage 2 Pre- Interview & Interview

1. Seeking References

References should be sought directly from the referees of all the short-listed candidates. Specific questions should be asked which are covered in the Magdalen Court School proforma reference form. A statement about the liability for accuracy should be included on all outgoing requests. Consideration will be given to an applicant's request not to contact their current employer at shortlisting stage.

2. Receipt of References



Each reference should be checked against the information provided on the application form and scrutinised. Any discrepancy, issue or concern should be noted and taken up with the applicant at interview (if possible).

3. Criminal record / suitability self disclosure will be sent to all shortlisted candidates, to be returned to the school at least 2 days prior to interview; failure to return the self disclosure will lead to the offer of interview being withdrawn. Applicants' will be advised of the filtering rules and signposted to where they can get impartial advice on disclosing criminal offences
4. Interview arrangements
A panel of interviewers should be arranged with available times and dates agreed. The panel should consist of at least two people who have undertaken Safer Recruitment Training and the authority to appoint and for more senior roles the panel should consist of 3-4 people. The panel should meet before the interviews and agree the interview format, issues and questions, assessment criteria and standards.
5. Invitation to Interview
Once the available times have been set, candidates should be contacted to arrange a mutually suitable time for interview. Once this is agreed an interview pack should be sent to the candidate. This pack should include:-
 - An invitation to interview including the list of documents to bring
 - The list of ID specifying that 3 forms of ID are required with at least 1 of; photographic ID, proof of Date of Birth and proof of address (dated within the last 3 months)
 - Job description and person specification
 - Details on the company and specific site
 - A map and directions of how to get to the interview location
6. The criminal record self-disclosures will be reviewed by HR and any disclosed information will be checked to ensure that it is not protected. HR will advise the panel of any criminal or other suitability information that needs to be discussed with the candidate at interview.
7. Interview
At the start of the interview the identity and qualifications of the candidates should be verified by scrutiny of the appropriate original documents. Copies of the original documents should be taken and placed on file. The interview should explore the candidate's suitability for working with children as well as their suitability for the post. Any criminal information that is not protected will be discussed with the candidate to give them an opportunity to provide contextual information.

The Candidate will be informed that they will be required to complete a medical questionnaire and may be required to complete a medical with a medical professional if successful.

If appropriate after the interview the candidate should be asked for details to enable to HR Officer to carry out a DBS disclosure application.

The second part of the Interview consists of skill based questions specific to the role and separately tasks such as a literacy and numeracy test or written question on curriculum or finances may be set depending on the role.



Finally a confirmation of outcome form is completed with feedback from the interview, confirmation of whether the candidate was successful or not, and if so the starting salary to be offered.

Stage 3 post Interview

1. Conditional offer of employment

The HR Officer will then make a conditional offer of employment to the suitable candidate following discussions with the recruiting manager and receipt of the interview summary sheet. The offer of appointment is made conditional on the satisfactory completion of the following pre-appointment checks and should be tailored specifically according to which checks are outstanding.

- References – Should be obtained and scrutinised as quickly as possible if not obtained before the interview
- Identity -Three forms of ID should be verified in person if not verified at interview, and should include photographic ID, proof of date of birth and proof of address as required for a DBS disclosure application. Any queries on this should be directed to the HR Officer.
- Qualifications -Any required qualifications should be verified by original certificates if not verified at interview.
- Permission to work in the UK– Proof of eligibility to work in the UK should be sort from all candidates. See Appendix A. Any queries on acceptable proof of eligibility to work in the UK should be directed to the HR department.
- DBS Disclosure – A satisfactory enhanced DBS disclosure should be received for all those working directly with children with a check of the children’s barred list if the individual will be in regulated activity. The guidance states that If the candidate has worked in a school in England within the last 3 months they can start work providing all other checks (including a stand alone children’s barred list check) are complete and that the candidate is appropriately supervised, however it is policy that Magdalen Court School will only employ a permanent employee once the original of the DBS certificate has been received in school, or if the candidate is on the update service
- The Children’s Barred list will be checked as part of an Enhanced DBS disclosure for any person who will be employed in regulated activity.
- Prohibition from Teaching - For candidates applying for teaching work, including head teacher, a check through the Teachers’ Services website for teachers or others who have been prohibited from teaching is carried out. The GTCE list is also checked.
- S128 Directive - All staff appointed to work in a management role are checked to ensure there is not a S128 directive against them. This is done by carrying out a DBS with a barred list and by checking the Teachers’ Services website s128 list as per the ‘Prohibition from management of independent schools: checking for directions’ guidance from the DfE
- QTS– As an independent School Magdalen Court School do not have to employ only teachers with QTS or QTLS, however all qualifications



of teachers should be checked, and those with QTS are checked on Teachers' Services website as a confirmation of these qualifications.

- Statutory induction -Evidence of this should be shown by teachers who obtained QTS after 7 May 1999 and is checked via Teachers' Services
- A suitable overseas check is carried out on those candidates that have lived overseas as deemed necessary by a risk assessment which must be carried out by the HR department.

2. Induction

All new staff should have an induction plan that covers, in the first instance Health and Safety, Safeguarding, Child Protection, whistleblowing, the staff code of conduct, safeguarding implications of children missing education, Behaviour Management, Confidentiality and the Emergency Reporting Structure.

The full induction should be carried out over a number of weeks and should include full training and CPD plans.

Information about the filtering of offences

It is essential that job applicants and the staff / trustees involved in recruitment understand the changes to the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) as a result of amendments in 2013 and 2020. These changes mean that some old and / or minor offences are protected (filtered); they do not have to be disclosed to potential employers, will not appear on an enhanced DBS certificate and employers cannot take them into account when determining whether an applicant is suitable to work with vulnerable groups. Employers do have a right to know about all unspent convictions and adult cautions.

It is the responsibility of Magdalen Court School to make applicants aware of the filtering rules and what information they would be required to disclose at which stage of the application process. We only ask shortlisted candidates to tell us about their relevant criminal history, by completing a self-disclosure before interview. Applicants have a right to seek legal advice and / or other impartial advice if they are unsure what should or should not be included in the self-disclosure. Applicants are directed to Nacro and Unlock as the two national organisations who can give impartial advice on these matters; Nacro also provides advice and useful guidance to employers.

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>
or email helpline@nacro.org.uk or phone 0300 123 1999

Unlock – <http://hub.unlock.org.uk/contact/> phone 01634 247350 text 07824 113848

Nacro has produced a useful flowchart to help applicants and recruiters to understand what offences should be disclosed and can be taken into account when assessing suitability:-

[Filterin-flowchart-twitter.png \(5000x2813\) \(netdna-ssl.com\)](#)



