

## 1 Introduction

1.1 Overley Hall School is committed to safeguarding and promoting the welfare of our children and young people, in order to ensure this, our recruitment and selection policy is in accordance with Regulations 12 and 32 of the Children's Homes Regulations including the Quality Standards 2015, DCSF Safeguarding Children and Safer Recruitment in Education Guidelines 2007 and the Education (non maintained special schools) (England) Regulations 2011.

## 2 STAGES OF THE RECRUITMENT PROCESS

### 2.1 Decision to recruit

2.2 All interview panels should understand their role, and will include staff that has been trained in the safer recruiting process.

2.3 The job description should include a reference to the responsibility for safeguarding and promoting the welfare of children (where appropriate depending on role/position)

### 2.3 Advertising for the post

2.4 The advertisement should include a reference to safeguarding and promoting the welfare of the children and young people depending on role/position applied for as well as the requirement for the completion of an enhanced Disclosure Barring Service (DBS) check. This should also be reflected in the information pack sent to all applicants.

2.5 It is the policy of Overley Hall School not to employ applicants who have a personal relationship/connection with the young people that attend Overley Hall School and Children's Home.

2.6 The advertisement will clearly inform readers that children have autism and learning difficulties.

## 3 Application Process

3.1 Application forms will be used to enable all potential applicants to provide a common set of care data as follows:

- a. Current and former names, date of birth, current address, national insurance number and evidence of eligibility to work in the UK.
- b. Full details of qualifications relevant to the position applied for including awarding body and dates of award.
- c. Teachers will need to provide DfES number and GTC registration
- d. Full employment history in chronological order showing study, voluntary work, with explanations for any gaps not covered, and reasons for leaving employment

- e. Declaration of any family members or close relationships to existing or potential employees or employers.
- f. Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the last should also be contacted.
- g. A statement from the applicant of their personal qualities and experience, which they believe meets the person specification. There should be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from working with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements.
- h. Application packs will include information about autism and severe learning difficulties to help potential applicants become better informed

3.2 Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in employment.

#### **4 Taking up references for short listed candidates**

4.1 References will be sought for all short listed candidates including the most recent employer, using the proforma reference request forms. All references received must be countersigned by the Head Teacher if the last employment was within a school. These should then be scrutinised to identify any gaps or contradictions, which will then be explored at interview. All references will be verified and a record kept of such.

4.2 Prior to the interviewing process, potential candidates will be shown around the school, given short talks by senior staff which will provide information about how autism and learning difficulties impact on our young people and how this could impact on them if they were to be employed.

#### **5. The Interview Process**

5.1 This will be conducted by at least three people (panel) at least one of whom must have undergone Safer Recruitment training and this must be recorded in the interview process, on a face to face basis and the same panel will see all the candidates for a post and carry out some straight forward pre-employment checks such as:

- a. Verification of the applicants identity
- b. Right to work in the UK (a national insurance number does not automatically indicate this right)
- c. Academic and vocational qualifications from original documentation.

5.2 The interview process will explore the applicant's ability to carry out the job description and meet the appropriate person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including any information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence.

### 6. Pre – employment

6.1 In addition to the checks already detailed the school will ensure that a pre employment health check is completed, as well as obtaining an enhanced DBS disclosure. For teachers the school will verify successful completion of the statutory induction period. These together with the collection and verification of all necessary references will be completed before staff start work. Any offer made to a candidate will be conditional on all the pre employment checks being completed satisfactorily.

6.2 Prior to commencement of employment a record of the recruitment and vetting checks for all new staff including any volunteers which have been carried out which includes list below will be kept on the staff file and in the central log.

- a. Identity checks (attachment 1)
- b. DBS disclosures, including the level of the Disclosure, the unique reference number, and the outcome of the check. Date of check, and who completed check.(attachment 2,3)
- c. At least 2 references, preferably one from a current employer and where possible written verification of the references from the referee with a statement from each as to their opinion of the person's suitability to work with children and young people (attachment 4,5)
- d. Where appropriate a check to confirm their right to work in the United Kingdom and if they have lived outside of the UK evidence of further checks or DBS from that Country to establish suitability to work with children and young people.

**Staff who have direct contact with children and young people will not be able to commence work until an adequate DBS has been received. Staff who have no contact with young people may start work without a DBS as long as they have been checked against the barred list for Adults and Children and a Risk assessment has been completed, the staff member must sign to confirm that they have no known information on their DBS, and understand that failure to disclose known information could lead to dismissal.**

### 7. Induction

7.1 All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and, and make clear the expectations and code of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The

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programme will ensure that all new staff are aware of the following Policies and Procedures and how to access them:

- a. Safeguarding and welfare e.g. child protection, counter bullying, equality and diversity, physical intervention/ restraint, intimate care.
- b. Discipline, grievance and whistle blowing.

7.2 In addition all staff will be made aware of the channels for raising any concerns.

### **6. Ongoing employment**

6.1 Overley Hall School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff, as identified through Supervision and performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that Overley's culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of such strategies will seek to continually improve the environment, for the benefit of both staff and children and young people.