



Safer Recruitment and Selection Policy and Procedure

Introduction

Safeguarding and promoting the welfare of children is an integral part of the setting's recruitment process and plays an essential part in creating a safe environment for children.

We commit:

- To recruit and employ people on the basis of their skills, experience, knowledge and ability to safeguard children.
- To ensure that no applicant or employee is subject to discrimination of any kind on the grounds of having, or being perceived as having, or being associated with someone who has, a protected characteristic, as defined by the Equalities Act 2010.
- To advertise for staff and management using a mix of methods, using a mixture of minority and mainstream press.
- To follow the procedures outlined in our recruitment and selection procedure below.

Training, supervision, development and progression opportunities will also be available to all staff.

Aim

To set out a recruitment process that will:

- Attract and select the best possible applicants to vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people
- Meet the statutory requirements of the Equality Act 2010
- Treat all applicants fairly

Recruitment and Selection Procedures

Stage 1: Job Review

We will consider whether each job is necessary. For a post to be advertised it must meet both our needs and our legal responsibilities. We will review each job and create (or amend) recruitment materials accordingly to make sure that they are in line with School's Out Henleaze's policy on Equalities, do not contain discriminatory criteria and accurately reflect the requirements of the post.

Stage 2: Prepare Recruitment Materials

Safer Recruitment and Selection of Staff Policy

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The Job Description (details of the duties and responsibilities) should include

- The objective of the job.
- State the main duties and responsibilities.
- Details of available training.
- Details of hours.
- Details of any travel involved.
- Salary details.
- Name of the supervisor (or make it clear if this is to be the management committee).
- Responsibility for staff and volunteers (if any).
- Duty of responsibility for implementing the organisation's Policies and procedures
- Age limits will only be retained if they are necessary to the job
- Do not include any criteria which are not necessary for the role and might discriminate

Person Specification

Details of the attributes that the successful candidate **MUST** have to be shortlisted (Essential) and **SHOULD** have to be the ideal candidate (Desirable) should highlight the essential and desirable skills and qualities required for a job. It will vary according to the Job Description.

The interviewing panel will draw up the person specification before the job is advertised, using the Job Description. It will be sent out with the application form.

Application Packs must include:

- Application form: front sheet containing personal information will not be seen by the shortlisting panel.
- Job description and person specification.
- Set of application guidelines.
- Additional information stating the closing time / date for applications, anticipated date/s of interviews and whether unsuccessful applicants will be informed. - Safeguarding or Child Protection Policy / statement



Stage 3: Advertising

In the interests of Equality and diversity the organisation will ensure that all job vacancies are advertised in a wide variety of places to attract applicants from all of the community. Wording of the advert will communicate clearly our specific requirements and not use discriminatory language, unnecessary jargon or superfluous details. We will include the statement: "School's Out Henleaze is committed to promoting Equality and Diversity," in all job advertisements, both internal and external. Adverts will also state the organisations commitment to safeguarding.

Stage 4: Shortlisting

We will consider all candidates against the job specification, using the information contained in the applicant's application form, to select a short-list of candidates to be invited to attend for an interview. We will not accept C.V.'s. In doing so we will take all possible steps to avoid making biased judgements and select the best candidate for the job. We will ensure that shortlisting and interviewing is carried out by more than one person and is done solely according to person specifications. Interview panels will be representative in terms of Equalities issues.

Candidates will be shortlisted for interview only if they meet the essential criteria in the Person Specification. Desirable criteria will only be used if there are too many candidates meeting the essential criteria to interview.

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

Stage 5: Interviewing

The Early Years Foundation Stage 2014 (EYFS) now requires that employers identify if an applicant has sufficient understanding/use of English. This could be identified by using a number of methods, e.g., formal Q&A's, observing applicant with children, written task/evaluation type exercise that is appropriate to the job role.



Preparing to interview

All interviewers will be offered training in Equalities and interviewing techniques, wherever possible. At least one person on the panel will have attended safer recruitment training.

Questions will be prepared in advance by the panel and will address/include:

- questions to establish whether or not the applicant can meet the requirements of the Person Specification;
- some of the interview questions should include a value-based element in order to explore a candidate's ethos and attitudes;
- questions should explore understanding of safeguarding;
- the same questions will be asked of all candidates.

In addition to assessing and evaluating the applicant's suitability for the post, the panel should explore:

- The candidate's attitude towards children/young people/Adults at Risk;
- Their ability to support the organisation's agenda for safeguarding and promoting welfare;
- Any gaps in the candidate's employment history;
- Concerns or discrepancies arising from the information provided by the candidate and/or referee;
- Whether the candidate wishes to declare anything relating to the requirement for a Disclosure and Barring Service check.

The interview should also explore issues relating to safeguarding, including:

- Motivation to work with children/ young people/Adults at Risk;
- Ability to form and maintain appropriate relationships and personal boundaries;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority;
- Follow up questions to clarify any answers made by the candidate;
- Questions to clarify any information given on the application form.

Similar questions will be asked of all candidates. At least 2 people will interview. Personal questions about family commitments, impairment, marital status, age, country of origin etc., would be considered discriminatory and must be avoided.



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The interview should stress that the identity of the successful candidate will be checked thoroughly and, that where a Disclosure and Barring Service check is appropriate, prior to appointment there will be a requirement to complete an application for a Disclosure and Barring Service disclosure.

All candidates should bring with them documentary evidence of their right to work in the UK and their identity

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the personnel file. ¹

Interviewing

The format for interviews will be:

- Introduce panel members.
- Tell the person more about the job and ensure they are present for the job as advertised.
- Ask questions relating to the person specification and job description.
- Ask questions that address the suitability and values of the candidate.
- Provide an opportunity for the candidate to ask questions.
- Ask if anything is unclear.
- Tell the applicant when the decision will be made and how s/he will be notified.

Panel members will keep notes on each candidate and their responses and score them. They will total their scores for each interviewee at the completion of all interviews. Scores will then be ranked and compared. If there are variations in ranking, panel member's scores may be totalled and re-ranked. Score sheets and ranking charts will be kept for a period of 3 months from the completion of the interview process.

Interviewing the Manager of the Setting

Ofsted will no longer vet and interview the Leader in charge of the day to day running of the childcare provision. Therefore, we must incorporate into the interview process a 'suitable person' interview for candidates. This could be done either as an extended interview or as a 2-stage process i.e.: two rounds of interviews/vetting – the first to interview short listed applicants, and the second to interview/vet the best candidates from



the first round to assess their suitability to be the leader in charge of the day-to-day operations.

Information and Record Keeping

We will inform Ofsted if there is a change to the leader/suitable person (preferably in writing). We will keep evidence of our recruitment procedure to show Ofsted when they next visit the setting.

(NB: Notes of replies to the questions and how the decision was reached will be kept, as candidates are entitled to ask for justification of decisions and can approach a tribunal if they feel they have been discriminated against)

¹ Evidence should be as prescribed by UK Visas and Immigration and the Disclosure and Barring Service, and can include a current driving license or passport including a photograph, or a full birth certificate, and a document such as a utility bill or financial statement that shows the candidate's current name and address (please note that these latter two are time-limited and must be no more than 3 months old), and where appropriate change of name documentation. Some form of photographic ID must be seen; Candidates should bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. Also documentation of registration with appropriate professional body. Ref BSCB 'Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers'

Stage 6: Post Interview

The Chair/Manager will phone the successful candidate to make a verbal job offer; stating it is subject to the receipt of successful references and satisfactory DBS check.

The successful candidate is then sent a formal letter of the job offer, which also details anything, agreed in the initial phone conversation and will be asked to respond in writing as soon as possible.

We will then notify unsuccessful candidates.

Stage 7: Employing Staff and References

References

We will apply for at least two references with one being from the most recent employer. Wherever possible, we will do this before interview. Personal references such as friends or relatives are not acceptable. We will send referees the Job Description and ask them to comment on the candidate's ability to carry out the duties listed. References will be scrutinised by the interview panel and any concerns looked into, before the appointment is confirmed, including for any internal candidate. References will also be verified by a phone call.

We will ask referees to respond as soon as possible and follow up any outstanding references



If the applicant has been a foster carer/worked in a children's home etc, a reference should also be obtained from the local council/agency they were employed by.

DBS Checks

If the candidate is registered with the DBS Update Service, we will ask for the authorisation code to access information held on the candidate. If the candidate is not registered with the Update Service, we will ask the candidate to complete a DBS application at the appropriate level.

We will/will not (*setting to delete as appropriate*) allow the candidate to start employment with us pending the receipt of a successful DBS check. Staff will not be left unsupervised with children pending their DBS check results.

We will formally offer the job, in writing, to the successful candidate, subject to satisfactory references and DBS check.

We will ensure the new employee is aware of their probationary period.

We will prepare an induction programme for the new employee.

Right to Work in the UK

We will check an applicant's identity, address and right to work in the UK in accordance with latest Government advice. <https://www.gov.uk/view-right-to-work>. We will do this at shortlisting/interviewing stage.

Overseas Checks (Staff who have lived or worked abroad)

Candidates who have lived or worked outside the UK need to undergo further checks such as getting a criminal record check for time spent abroad so that any relevant events that occurred outside the UK can be considered. This will be in accordance with the Government guidance: [Criminal record checks for overseas applicants](#).

Overseas qualifications will be sent to the early years' workforce team for recognition. A full list of evidence needed to verify overseas qualifications can be found within the Governments [Check early years qualifications](#) guidance.

Emergency Cover

Where it is not possible to implement this procedure in full (e.g.: emergency cover), staff should be sought from an organisation that follows a similarly rigorous recruitment and selection procedure (this includes Agencies).



Staff Records ¹

In relation to each member of staff appointed a record should be kept to show:

- Written references obtained and confirmed by telephone;
- Gaps in employment history checked;
- A satisfactory Disclosure and Barring Service /Enhanced Disclosure and Barring Service certificate obtained, with unique reference number and date;
- Reasons/decision to appoint despite criminal convictions (i.e. a Risk Assessment);
- Evidence of proof of identity (this will have been provided for the Disclosure and Barring Service check);
- Evidence of qualifications;
- Details of registration with appropriate professional body;
- Confirmation of right to work in UK;
- Record of interview questions and answers.

Records should be signed and dated by appointing manager/chair of the interview panel

Retention of Records/General Data Protection Regulation (GDPR)

If an applicant is successful in their application, School's Out Henleaze will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, and qualifications. All information retained on employees is kept centrally in a locked and secure cabinet, School's Out Henleaze will retain all interview notes on all unsuccessful applicants for a period of 6 months, after which time the notes will be confidentially destroyed (i.e. shredded). This retention period is in accordance with the General Data Protection Regulations (GDPR).

Reviewing the Policy

This policy (and its implementation) will be reviewed annually to ensure that individuals are recruited and selected on the basis of their abilities, merits and the requirements of the job. This policy links to supervision and training of staff and is part of our ongoing commitment to creating a work culture where safeguarding of children is prioritised.

References



1. BSCB 'Guidance for Safe Recruitment, Selection and Retention for Staff and Volunteers'
2. 'Keeping children safe in education Statutory guidance for schools and colleges' September 2018
3. Education (Health Standards) (England) Regulations 2003.
4. Section 60 of the Equality Act 2010.

Further Information

ACAS

For guidance, latest employment law, books and booklets.
Contact ACAS on www.acas.org.uk

ACAS helpline: 0300 123 1100 - free advice on employment matters.

'Keeping children safe in education Statutory guidance for schools and colleges'
September 2020 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf

'Working Together to Safeguard Children' July 2018 -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

2010 Equalities Act

For further information: www.gov.uk/guidance/equality-act-2010-guidance

For the full act: www.legislation.gov.uk/ukpga/2010/15/contents