

Brentford School for Girls

Safer Recruitment Policy

Date: September 2015

Date of Review: September 2016

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SAFER RECRUITMENT POLICY

1. Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Fulfil the schools commitment to equality of opportunity for all members of the workforce
- To ensure the same treatment should be given to all applicants for employment
- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

The contents of this policy have been adapted from a model policy that reflects the guidance from the DfE on 'Keeping Children Safe in Education (2015)'. It also reflects the training in Safer Recruitment

2. Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably headteachers, deputy headteachers and assistant headteachers. These requirements change from time-to-time and must be met.

3. Identification of Recruiters

To ensure highly effective methods of good practice, the school will move towards encouraging members of the governing body and leadership team to have successfully received accredited training in Safe Recruitment procedures. At least one person on each interview panel will have received training in Safe Recruitment Procedures.

4. Inviting Applications

4.1 Advertisements for posts – whether in newspapers, journals or on line – will include the statement:

“Brentford School for Girls is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful candidates will be appointed subject to satisfactory references and DBS checks.”

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification
- an application form
- information about the school (Prospectus)

- 4.3 All prospective applicants must complete, in full, an application form. CVs will not be accepted as an alternative to the application form or used as supplementary evidence.

5. Short-listing and References

- 5.1 All applications received by email must be signed electronically by typing their names in Italics.

Short-listing must be undertaken by at least two people, one of whom must be the LT panel chair (The Brentford School for Girls short-listing grid should be used)

Short-listing must take place against the selection criteria. Once the process has been completed all paperwork must be returned to the school's Human Resources Officer (NW)

- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References must be on letter-headed paper and signed. References or testimonials provided by the candidate will never be accepted.
- 5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.

References may be scrutinised prior to the interview by the Leadership Team panel chair.

6. The Selection Process

- 6.1 Selection techniques will be determined by the nature and duties of the vacant post but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information to recruiters;
- to declare any information that is likely to appear on their DBS search;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people;

6.4

- all documentation will be returned to the Human Resources Officer (NW).
- records of the interviews will be recorded using the school's shortlisting template (Appendix 2)

6.5 Areas of Potential Concern

- no understanding or appreciation of children's needs or expectations;
- wanting role to meet own needs at the expense of the children's;
- inappropriate language when talking about children;
- unclear boundaries with children;
- vagueness about experiences and gaps or unable to provide any examples to support what they tell you;
- maverick – non-rule following, unwilling to work with others.

7. Employment Checks

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application , including barred list information
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- receive satisfactory clearance

8. Conditional Offer of Employment

8.1 The panel chair, or a member of the panel, will contact the successful/unsuccessful applicants to inform them of the decision.

8.2 The panel chair should nominate/co-ordinate debriefing of candidates using documentation as the basis of debrief.

8.3 All offers of employment are conditional pending completion of pre-appointment checks. These are undertaken by Natalie Webb (NW) (Human Resources Officer).

9. Induction

- 9.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- 9.2 Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s).

Links to other policies:

Safer recruitment policy
Anti – bullying policy
Behaviour policy
Attendance policy
Reasonable Force policy
Whistleblowing policy
Looked after Child policy
Exclusion policy
Trips and visits policy
Allegations against Staff
Drug and Substance Abuse
Support of Children in School with Medical Needs
Sex Relationships – PSHCE
Safer working practices policy
School security policy
Health and Safety policy
E-safety policy
Anti- extremism and Anti-radicalization

Appendix 1

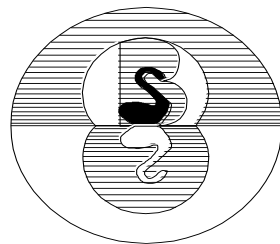
BRENTFORD SCHOOL FOR GIRLS

Selection Recruitment Process Overview Checklist

Pre-Interview	Initials	Date
<p><u>Planning</u></p> <p>Timetable decided: person specification and job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. paragraph 50</p>	LT/Line Manager	
<p><u>Vacancy Advertised (where appropriate)</u></p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.</p>	NW and LT	
<p><u>Applications on receipt</u></p> <p>Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting – paragraphs 50-55.</p>	LT	
<p><u>Shortlist Prepared</u></p> <p>By at least 2 people. To include LT and panel chair. Shortlisting documents returned to Natalie Webb (NW). Scrutiny for safeguarding.</p>	NW and LT	
<p><u>References seeking</u></p> <p>Sought directly from referee on shortlisted candidates; using school's standard forms and request.</p>	NW requests prior to interview	
<p><u>References – on receipt</u></p> <p>Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible) – paragraph 50</p>	NW and LT	
<p><u>Invitation to Interview</u></p> <p>Includes all relevant information and instructions.</p>	NW	
<p><u>Interview Arrangements</u></p> <p>At least 2 interviewers; panel members have authority to appoint, have met and agreed issues and questions/assessment criteria/standards</p>		

NB: Paragraphs refer to DFE 'Keeping Children Safe in Education, 2015'. All of the instructions above relate to paragraphs 50-55 of this guidance.

Interview	Initials	Date
<u>Interview</u> Explore applicants' suitability for work with children as well as for the post		
<u>Note:</u> Identify qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure – paragraph 50-55. (Qualifications check with awarding body of applicant)	NW	
<u>Conditional offer of appointment: pre appointment checks</u> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period. Form completed by panel chair and passed to NW	LT	
<u>References</u> (if not obtained and scrutinised previously)	NW	
<u>Identity</u> (if could not be verified straight after the interview)	NW	
<u>Qualifications</u> (if not verified on the day of interview)	NW	
<u>Permission to work in the UK</u> if required	NW	
<u>DBS –</u> Where appropriate satisfactory DBS disclosure received – paragraphs 50-55	NW	
<u>List 99 –</u> person is not prohibited from taking up the post ISA registration	NW	
<u>Health –</u> the candidate is medically fit and questionnaire completed	NW	
<u>QTS (for teaching posts in maintained schools) the teacher has obtained QTS</u>	NW	
<u>Statutory Induction (for teachers who obtained QTS after 7 May 1999) paragraphs 3.50 and 3.51</u>	DSI/KN	



BRENTFORD

School For Girls

INTERVIEW QUESTIONS - Teacher of Geography

CANDIDATE:

QUESTION	NOTES	GRADE 1-4
1. Tell us about yourself? You career to date/ambitions for future?		
2. What makes a good lesson?		
3. Why is assessment of teacher/students important?		
4. We are very proud that we are a girls school. Our vision is about developing ambitious and courageous young women of the future. What could you/your subject contribute to this vision?		
5. A. A child approaches you to tell you that they would like to tell you something in confidence. Can anything ever be confidential? B. A student asks to be friends with you on facebook; what do you do?		

6. How do you monitor progress and ensure that all of your students make good progress. What do you do when they are not?		
7. What are your strengths and areas for development as a classroom teacher? How would you improve on your areas for development?		
8. Brentford is a multicultural School with girls from a wide variety of backgrounds. Give an example of how you can include a multicultural element into your lesson?		
9. Tell us about your subject knowledge and how this equips you to be able to teach young people from KS3-5?		
10. How would you deal with any difficult behaviour, for example if a year 9 pupil was behaving in a particularly disruptive manner, what action would you take?		
11. Any Questions		



Recruitment Short List Form

Job Title:		Start Date:
Name of person shortlisting:		Date:
Please confirm whether any candidates have been short-listed		YES/NO
Applicant name	Feedback/Reasons	Short-list for Interview

Appendix 4

BRENTFORD SCHOOL FOR GIRLS

DATE

Dear -----

Reference for -----

I have received an application from ----- for the above post at this school and your name has been given for a reference.

Could you kindly fill in the attached reference request.

Under safer recruitment guidelines could you provide information on the following points in your return:

- The dates the applicant worked for you.
- Professional relationship to the applicant.
- How long have you known the applicant?
- Reason the applicant left your organisation.
- What is the applicant's current post?
- What is the applicant's current salary?
- Please give details of the applicant's sickness record.
- Please comment on the candidate's suitability for the post.
- Are you completely satisfied that the candidate is suitable to work with children?
- If not please give specific details of your concerns and the reasons why you believe the candidate might be unsuitable.
- Please give details of any disciplinary procedures the applicant has been subject to involving issues related to the safety and welfare of children or young people, including any in which the disciplinary sanction is current or expired.

It would be helpful if the reference is accurate and of course relevant factual content can be discussed with the applicant.

Apologies for the short notice but we would be very grateful if the reference could be faxed or emailed to my HR Officer Natalie Webb. Her email address is nwebb@brentford.hounslow.sch.uk Thank you, in advance, for your help and co-operation.

Yours sincerely

Natalie Webb
HR Officer



Strictly Private and Confidential

Reference Request Form: Teaching Staff

Applicant's name:	
Post applied for:	
Name of referee:	

Please respond to all questions, indicating: "none" or "not applicable" or "not relevant" where appropriate.

Section 1 – Details of employment	
1.	Job Title (Please enclose a job description if possible):
2.	Dates of Service: From: To: Salary: £ Additional allowances:
3.	If the applicant has left your employment, please give the reason(s):
4.	How long have you known the applicant and in what capacity:
5.	Comment on the individual's performance:
6.	Comment on the applicants suitability for the role they are being considered for:
7.	Would you re-employ the applicant to the same job as s/he currently holds or held in your organisation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.	If you were appointing to a similar position in your own school/academy, would you appoint this applicant: Yes, with confidence <input type="checkbox"/>

	<p>Maybe, but with reservations <input type="checkbox"/></p> <p>Not at all <input type="checkbox"/></p>
9.	<p>This post is in “regulated activity” and therefore is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore it is <u>essential</u> that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where s/he will come into contact with children. Do you have any concerns?</p>
10.	<p>Is there/Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when s/he left your employment?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
11.	<p>Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including any where the disciplinary sanction may have expired.</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover). Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included.</i></p>
12.	<p>Has the applicant been subject to any capability proceedings in the last two years?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
13.	<p>Is the applicant, to the best of your knowledge, suitable to work with children? If not, please give detail of your specific concerns and the reasons why you believe they may not be suitable.</p>

Assessment of applicant from your experience in his/her work.

	Outstanding	Good	Satisfactory	Poor	Not known/ Not relevant
Teaching					
Pace and interest of lessons					
Lesson plans and schemes of work					

Classroom management skills					
Subject knowledge					
Contribution to the department					
Ability to set challenging teaching and learning objectives					
Ability to assess pupils' progress accurately					
Ability to set appropriate targets for pupils					
Value added results					
Ability as a effective teacher					
Ability to put students learning at the heart of everything					
Standards set					
Ability as a caring and effective tutor					
Promoting the safety and well-being of pupils in accordance with the school's Child Protection and Safeguarding Policies					
Contribution to the formulation of whole-school policy					
Ability to see the 'big picture'					
Ability to share the aims and values of the school					

	Outstanding	Good	Satisfactory	Poor	Not known/
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Personal Qualities					Not relevant
Managing other staff effectively					
Ability to meet deadlines					
Professional relationships with colleagues					
Ability to maintain a calm manner					
Ability to accept personal responsibility					
Readiness for additional responsibilities					
Ability to be flexible and adaptable					
Ability to be proactive and show initiative					
Extent to which the candidate has furthered his/her professional development through training					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Punctuality (general timekeeping/reliability)					

I understand that

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	Official Stamp (or please attach a compliments slip)
Name:	

Position:	
Date:	

Once completed and signed, please return this form to: nwebb@brentford.hounslow.sch.uk



Strictly Private and Confidential
Reference Request Form: Support Staff

Applicant's name:	
Post applied for:	
Name of referee:	

Please respond to all questions, indicating: "none" or "not applicable" or "not relevant" where appropriate.

Section 1 – Details of employment

14.	Job Title (Please enclose a job description if possible):
15.	Dates of Service: From: To: Salary: £ Additional allowances:
16.	If the applicant has left your employment, please give the reason(s):
17.	How long have you known the applicant and in what capacity:
18.	Comment on the individual's performance:
19.	Comment on the applicants suitability for the role they are being considered for:
20.	Would you re-employ the applicant to the same job as s/he currently holds or held in your organisation? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
21.	If you were appointing to a similar position in your own school/academy, would you appoint this applicant: Yes, with confidence <input type="checkbox"/>

	<p>Maybe, but with reservations <input type="checkbox"/></p> <p>Not at all <input type="checkbox"/></p>
22.	<p>This post is in “regulated activity” and therefore is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975). Therefore it is <u>essential</u> that you let us know if, for any reason, you have concerns about the employment of this person in a school setting where s/he will come into contact with children. Do you have any concerns?</p>
23.	<p>Is there/Was there any disciplinary action pending or any current disciplinary sanctions against the applicant when s/he left your employment?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
24.	<p>Are there any disciplinary procedures, allegations or concerns which the applicant has been the subject of, involving issues related to safety and welfare of children or young people, including any where the disciplinary sanction may have expired.</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover). Cases in which an allegation was proven to be unsubstantiated, unfounded or malicious should not be included.</i></p>
25.	<p>Has the applicant been subject to any capability proceedings in the last two years?</p> <p>Yes: <input type="checkbox"/> No: <input type="checkbox"/> <i>(please enclose details separately under confidential cover)</i></p>
26.	<p>Is the applicant, to the best of your knowledge, suitable to work with children? If not, please give detail of your specific concerns and the reasons why you believe they may not be suitable.</p>

Assessment of applicant from your experience in his/her work.

Personal Qualities	Outstanding	Good	Satisfactory	Poor	Not known/ Not relevant
Managing other staff effectively					

Honesty and integrity					
Ability to meet deadlines					
Professional relationships with colleagues					
Ability to maintain a calm manner					
Ability to work under pressure					
Ability to accept personal responsibility					
Readiness for additional responsibilities					
Ability to be flexible and adaptable					
Ability to be proactive and show initiative					
Ability to work as part of a team					
Extent to which the candidate has furthered his/her professional development through training					
Proactively reviewing own performance, positively accepting and acting on advice for improvement					
Punctuality (general timekeeping/reliability)					

I understand that

- I have a responsibility to ensure that the reference is accurate and does not contain any misstatement and nothing significant is omitted.
- The content of the reference may be discussed with the applicant.
- The applicant may request and be granted access to the reference.

Signed:	Official Stamp (or please attach a compliments slip)
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Name:	
Position:	
Date:	

nce completed and signed, please return this form to: nwebb@brentford.hounslow.sch.uk