

# Safer Recruitment Policy

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<b>MONITORING:</b>	<b>HR Manager</b>
<b>RESPONSIBLE GOVERNOR:</b>	<b>Beverley Hampshire</b>
<b>UPDATED:</b>	March 2018
<b>REVIEW DATE:</b>	March 2019 or as necessary

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## A. Introduction

Caldicott emphasises the importance of safeguarding the children in our care and this policy should be read in conjunction with the school Safeguarding and Child Protection Policy. Our safeguarding responsibilities inform our practices throughout the recruitment and selection process. We have given careful consideration and attention to the guidance provided by the Department for Education (DfE hereafter) in “Keeping Children Safe in Education” (KCSIE hereafter) issued September 2016. In order to help safeguard and promote the welfare of all pupils, the school is committed to a thorough and consistent Safer Recruitment Policy and practice.

## B. Aims, Purpose and Scope

This policy is designed to facilitate good recruitment and selection practice and ensure the school meets all legal requirements and best practice towards the safeguarding of children in the school.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. It is intended as a guide for all staff involved in the recruitment and selection process and follows best practice guidance from the Chartered Institute of Personnel and Development (CIPD) and KCSIE. We aim to conduct all recruitment and selection of staff in a professional, timely and responsive manner.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant then they are required to declare this as soon as they are aware of the individual’s application.

## C. Roles and Responsibilities

The Governing Body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Headmaster, Bursar and managers involved in recruitment have the responsibility

- 1.to ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out
- 2.to monitor contractors' and agencies compliance with our policy and legislative requirements
- 3.to promote the welfare of children and young people at every stage of the procedure.

The Governing Body of the school has delegated to the Headmaster and Bursar the responsibility to lead and manage all recruitment and make final decisions on appointments. However, the Governors may be consulted and involved in the process as appropriate. A record of staff trained in Safer Recruitment is kept by the HR Department.

## **D. Recruitment and Selection Procedure**

### **1. Vacancy, Job Description and Person Specification**

Once a vacancy is identified a Job Description and Person Specification are written or reviewed and updated as necessary. The ideal start date is identified and the recruitment timetable is planned out as far as is practicably possible, working backwards from this date.

### **2. Advertising**

Vacancies at Caldicott are advertised in a variety of media: the local and national press and online. We also use recruitment agencies as appropriate for each vacancy. All advertisements we publish state: "Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check." Where we use employment agencies we obtain written confirmation from them that they have carried out all the appropriate checks on staff supplied and that those are satisfactory.

The Employment Vacancies section of our website, states that we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. A link is provided to our Safeguarding and Child Protection Policy and our Policy on the Recruitment of Ex-Offenders is available upon request. We also state here that successful applicants will be subject to a Disclosure and Barring Service Enhanced check, previously known as a Criminal Records Bureau (CRB) check, where we are legally entitled to do so.

When candidates contact us for application packs their attention is specifically brought to our Safeguarding and Child Protection Policy at this, their first contact with the school.

The updated Job Description and Person Specification are available on the website along with the job advertisement, standard application form and details of how to apply.

### **3. Application Form**

All candidates are required to complete in full and sign our standard application form ([Appendix A](#)). We require information on full academic and employment history; suitability for the role; referees; a declaration about Criminal Record Checks and the DBS Children's Barred List and a declaration of eligibility to work in the UK. We also state here that the provision of any false information is an offence and could result in the application being

rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the DBS.

The application form front page has clear “Explanatory Notes” to facilitate the completion of the form correctly and to provide the necessary legal information. We also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

Upon receipt all applications are acknowledged by email. Each application is checked for anomalies, discrepancies and any unexplained gaps in employment history to be addressed, before shortlisting takes place. Applications are shortlisted by the recruitment panel which usually comprises the Headmaster, the Deputy Headmaster, the Director of Studies and the relevant departmental head for teaching roles. For other roles the panel will consist of the departmental head and / or relevant manager.

#### **4. References**

Shortlisted candidates’ references are taken up immediately. We state on our application form that we contact referees prior to the interview process. A copy of our Reference Questionnaire template is in ([Appendix B](#)). On receipt of references the information provided is checked for accuracy against the information that has been provided by the applicant on their application form. Any discrepancies or areas of concern will be taken up with the applicant at interview where possible. We also contact the referee by telephone to verify the reference provided. We do not accept open references or those from relatives or those writing solely in the capacity of friend. Where we obtain telephone references we then follow up with requests for written references.

#### **5. Interviews / Selection Days**

All candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted and photocopies of these are taken and retained by the school. All documentation is required to be in accordance with the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations. Such documents for subsequently unsuccessful applicants will be destroyed at the end of the recruitment process.

Applicants for teaching roles are invited to attend a selection day. For other roles we hold interviews and tours of the school. Teaching interviews are held by the Headmaster, Deputy Heads, Director of Studies and HR Manager; less formal meetings are held with key members of the relevant department or team throughout the day. The teaching candidates are also given a tour of the school with selected pupils and are asked to teach a minimum of one class whilst being observed.

All formal Interviews cover the applicant’s suitability for the role and suitability to work with children, exploring any gaps or anomalies in the application form and ensuring safeguarding criteria are met. At least one member of the interviewing panel will have had safer recruitment training.

Interview notes are collated, along with feedback from other teachers and colleagues who have met the candidate. The recruiting manager or selection panel decide on the successful applicant.

The successful applicant is contacted by the Headmaster or departmental manager by telephone and unsuccessful applicants are advised by email. Any unsuccessful applicant who requests feedback will be given verbal feedback.

## **6. Offer of Appointment**

A Conditional Offer of Appointment is made in writing to the successful candidate: the offer is made subject to

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A Barred list check.
5. Satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.

All of the above are listed in a checklist on the candidate's Personal File, held in the Bursary / HR Department and verified by dated signature as each is completed. Once all requirements have been met the HR Department will advise the relevant manager and start dates are agreed.

## **7. Starting Employment**

Upon starting employment, as part of the Induction process, each employee is given Child Protection Training by the Designated Safeguarding Lead. In so doing we are meeting our obligations as an employer, reinforcing our commitment to ensuring that the school is safeguarding children and employees alike.

## **8. Record Keeping – the Central Register.**

All required employee information is recorded on the Staff Appointment Checklist (**Appendix C**) which is completed and the original kept on the employee's Personal File. The information on these sheets is collated onto the school's Central Register – a record of recruitment and vetting checks. Details are kept on all employees who are employed to work at the School, and all who are employed as supply staff to the School, whether employed directly or through an agency.

## Application and Recruitment Process Information and Explanatory Notes

1. Candidates should submit a Letter of Application and a fully completed and signed Application Form. If you would like to submit a CV, you may do so but this will not be accepted or processed in isolation.
2. Your Letter of Application should state the reasons why you are applying for the role and explain your suitability for the role with particular reference to the Job Description and Person Specification.
3. Candidates should be aware that all posts in the school involve responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
4. The successful applicant will be required to complete an application for a Disclosure and Barring Service Enhanced Certificate (DBS), previously known as a Criminal Records Bureau (CRB) check. Further information on Criminal Record checks is given in Section 7 of the Application Form.
5. We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications.
6. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done, so in the past that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer “not applicable” if your duties have not brought you into contact with children or young persons.
7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or the Disclosure and Barring Service.

### Conditional Offer of Appointment – Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Production of proof of eligibility to work in the UK
2. Receipt of at least two references satisfactory to the school (if these have not already been received).
3. Verification of identity and qualifications.
4. A check of the DBS children’s Barred List.
5. A satisfactory DBS Certificate at the enhanced level.
6. Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require in accordance with the statutory guidance.
7. A satisfactory check of relevant regulatory body sanctions, for example Prohibition Orders (for both teaching and management roles) as imposed by the Department of Education.
8. A probationary period of one year for teaching.
9. Medical fitness for the role and duties.
10. The entries on the application form proving to be complete and accurate.

**PRIVATE AND CONFIDENTIAL**  
**Application for Employment**  
 (Academic appointments)

Please insert or attach a passport style photograph here.
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To be completed in applicant's own handwriting or online and submitted with your letter of application. If you require more space to complete any section, please continue on a separate sheet and attach to this form.

<b>1. Position Applied for:</b>	
Where did you see this vacancy advertised?	
Start Date:	
<b>2. Personal Particulars:</b>	
Surname (Block Letters):	
Full forename:	
Former surname (if applicable):	
Title: Mr/Mrs/Ms etc.	
Date of Birth: (required for DBS checks)	
Current Address:	
Email Address:	
Mobile phone number:	
Work phone number:	
Evening phone number:	
<b>Nationality:</b>	
<b>Permission to work in the UK / Sponsorship required (Non-EU applicants delete as applicable)</b>	

<b>National Insurance Number:</b>	
Current Driving Licence:	<b>Yes / No</b>
Vehicle Classification:	
Department for Education Reference number (if applicable) or overseas equivalent with name and address of regulatory body.	
Do you have Qualified Teacher Status?	<b>Yes/ No</b>
<p>Have you any close connections with member(s) of the Caldicott staff or community?</p> <p style="text-align: center;"><b>Yes / No</b></p> <p>If YES, please provide details:</p>	
Do you have a disability for which you need adjustments to the workplace or for the interview process?	<p><b>Yes / No</b></p> <p>If Yes, please provide details separately</p>

### 3. Academic, Professional and Vocational Qualifications

Full name and address of educational establishment	Dates Attended	Examination Results			
		Date passed (month & year)	Subject	Level (e.g. GCSE, A/S, A, Degree, PGCE)	Grade (A*, A, B; 1 <sup>st</sup> , 2.2 etc)
<b>Secondary Education</b> (School)					
<b>Higher or Further Education</b> (University, College)					
<b>Professional and Vocational Qualifications</b>					

### 4. Extra-Curricular Activities / Interests / Achievements

Please tell us more about yourself – your hobbies, interests and achievements outside of work and education (up to 400 words).

## 5. Employment History

Please supply a full history of all employment, self-employment and any periods of unemployment since leaving secondary education, that are not detailed in Section 3. Details of holiday jobs etc. whilst in full time higher education are not required. Provide, where appropriate, explanations for any periods not in employment, self-employment or further education/training and in each case any reason for leaving employment. Continue overleaf if necessary.

<b>Employer name and location</b> Please start with your current or most recent role and then list your history in reverse chronological order.	<b>Start and finish dates</b> (month & year)	<b>Role title and brief description of responsibilities</b>	<b>Reason for leaving</b>

## 6. Referees

Please give details of at least two referees. One referee should be your current or most recent employer. Where you are not currently working with children but have done so in the past, one referee must be from the employer by whom you were most recently employed in work with children.

Please note references will not be accepted from relatives or referees writing solely in the capacity of friends.

Name and Position	Address & Phone No.	Email	Dates known
1.			
Professional Relationship:			
Name and Position	Address & Phone No.	Email	Dates known
2.			
Professional Relationship:			
Name and Position	Address & Phone No.	Email	Dates known
3.			
Professional Relationship:			

**It is our practice to contact referees prior to the interview process.**

## 7. Criminal Record Check

Caldicott is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We comply fully with the guidance provided by KCSIE and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013) (hereafter ROA) Code of Practice, a copy of which is available upon request. As such, our processes include using criminal record checks processed through the Disclosure and Barring Service (DBS) and the successful applicant will be subject to an Enhanced DBS check. Any offer of employment is conditional on Caldicott receiving a satisfactory Disclosure from the DBS.

As the role for which you are applying involves the opportunity for access to children, it is important that you provide us with legally accurate answers.

Upfront disclosure of a criminal record may not debar you from appointment, as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Headmaster. If you would like to discuss this beforehand, please telephone the Headmaster in confidence for advice.

Please disclose any unspent convictions, cautions, reprimands or warnings. The amendments to the ROA Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the DBS website [www.gov.uk/dbs](http://www.gov.uk/dbs).

### DBS Children’s Barred List

Has the Secretary of State for Education ever issued you with a personal warning or caused your name to be included on the DBS Children’s Barred List which names those who may not be employed in schools?

**Yes / No** (please delete as appropriate)

Failure to declare a conviction may disqualify you from appointment or result in summary dismissal if the discrepancy comes to light.

**I have nothing to declare / I enclose a confidential statement for the Headmaster**  
(Please delete as appropriate)

## 8. DECLARATION

1.	<p>Are you eligible to work in the UK?</p> <p>In line with the Immigration, Asylum and Nationality Act 2006 we are required to ensure that you are entitled to work in the UK. Successful applicants will be required to provide proof.</p> <p>If you do not have the right to work in the UK, please provide details of your status separately.</p>	<b>Yes / No</b>
2.	<p>Have you ever been dismissed or given a disciplinary warning from any previous employer?</p> <p>If yes, please provide details separately.</p>	<b>Yes / No</b>
3.	<p>Have you ever been disqualified from work with children or subject to sanctions imposed by a regulatory body?</p>	<b>Yes / No</b>

By signing you confirm that to the best of your knowledge the information you have provided is correct and gives a fair representation of your qualifications, skills and employment history.

You should understand that these details will be held as part of your official employment record and if any misleading information has been given, this may lead to disciplinary action being taken, including the termination of your employment.

Signature of Applicant:	
Full Name in capitals:	
Date of Signing:	

## APPENDIX B



Robin Vickers  
Bursar

Caldicott  
Farnham Royal  
Bucks SL2 3SL

Date

Dear

### Reference Request:

The candidate named above has applied to work at Caldicott School and has given your name as a referee. A copy of the Job Description and Person Specification for the particular role have been enclosed.

I would be very grateful if you would answer the questions on the attached form, then sign, date, scan and email it directly to [r.e.gritt@caldicott.com](mailto:r.e.gritt@caldicott.com). (You will need to save the form on your desktop before filling it in.)

This reference is required as part of our commitment to robust safeguarding and child protection practices and policy: referees are reminded that they have a responsibility to ensure that all information provided is accurate and does not contain any material misstatement or omission. Any information you give will be treated in the strictest confidence and relevant factual content of the reference may be discussed with the applicant.

Many thanks in advance for your help.

Yours sincerely

**Nancy Wright**  
HR Manager

Encs: Reference forms A and B; Job Description and Person Specification

Reference Request Caldicott 08082017

***This reference form is required as part of our Safeguarding and Child Protection Policy and referees are reminded that they have a responsibility to ensure that it is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.***

## Caldicott School Reference Form

**Name of Applicant:**

**Name of Referee:**

**Please read and note before completing this form:**

1. This reference form is required as part of our Safeguarding and Child Protection Policy and referees are reminded that they have a responsibility to ensure that it is accurate and does not contain any material misstatement or omission. Relevant factual content of the reference may be discussed with the applicant.
2. If you are a representative of the applicant's current or previous employer, please complete both **Part A** and **Part B** below.
3. If you are giving a reference in any other capacity, please complete only **Part B**.
4. If necessary, please include further details on a separate sheet.

<b>Part A Current or previous employer only</b>	
Name and location of your school/organisation:	
What position do you hold? <i>If you are not the Head, please ensure that this reference is countersigned by the Head.</i>	
How long have you worked/did you work with the applicant?	From:  To:
What was the applicant's role during this period? What were the applicant's main duties and responsibilities?	
What were the applicant's dates of employment?	Employment commenced:  Employment ended:
Reason for termination of the applicant's employment. <i>If the applicant was dismissed, please explain the reason and the context of dismissal.</i>	

Applicant's current annual salary (or salary on termination) Contract (delete as appropriate) Any additional allowances or benefits:	£ Full Time (52 weeks per year) / Term time / Part Time If part time – how many hours per week?				
Please rate the applicant against the following criteria:	<b>Needs substantial development</b>	<b>Needs development</b>	<b>Satisfactory</b>	<b>Good / Strong</b>	<b>Outstanding</b>
<b>Attitude to work: professionalism</b>					
<b>Attendance:</b>					
<b>Timekeeping:</b>					
<b>Personal organisation skills:</b>					
<b>IT literacy:</b>					
Did you find the applicant to be honest, reliable and trustworthy?	Yes / No				
Has the applicant been the subject of disciplinary proceedings, formal or informal, during the last 12 months of their employment? <i>If so, please provide details of the allegation(s) against the applicant and the outcome of the proceedings.</i>	Yes / No				
Has the applicant been the subject of disciplinary proceedings, formal or informal, involving issues related to the safety and welfare of children or young people? <i>If so, please provide details of the allegation(s) against the applicant and the outcome of the proceedings.</i>	Yes / No				
Please provide details of any allegations or concerns that have been raised, formally or informally, about the applicant which relate to the safety and welfare of children or young people.					
With reference to the attached Job Description and Person Specification, are you satisfied that the applicant has the ability and is suitable to undertake this role? <i>If not, please give specific reasons for your concerns.</i>	Yes / No				
Are you completely satisfied that the applicant is suitable to work with children? <i>If not, please give specific reasons for your concerns.</i>	Yes / No				

<p>Would you be willing to re-employ the applicant?  <i>If your answer is "No", please explain why.</i></p>	<p>Yes / No</p>
<p><b>Caldicott School Reference Form</b></p> <p><b>Name of Applicant:</b>  <b>Name of Referee:</b></p>	
<p><b>Part B Current or previous employer and other referee</b></p>	
<p>What is your relationship to the applicant?</p>	
<p>How long have you known the applicant?</p>	
<p>With reference to the attached Job Description and Person Specification, and based on your knowledge and experience of the applicant, do you believe that he/she is suitable for the post applied for?   <i>If you have reservations about suitability please explain.</i></p>	<p>Yes / No</p>
<p>Based on your knowledge and experience of the applicant, do you have any reason to believe that he/she is unsuitable to work with children?  <i>If you have any reservations about suitability please explain.</i></p>	<p>Yes / No</p>
<p>Please include any other information which you consider may be relevant to the applicant's application.</p>	
<p><b>Signed:</b>   <b>Print Name:</b>   <b>Date of Signing:</b></p>	

Reference Request

Caldicott 08082017

**Staff Appointment Checklist**

Name: \_\_\_\_\_

Post: \_\_\_\_\_

Date of Appointment: \_\_\_\_\_

	Date	Initials	Comments
<b>Referee 1</b>			
Date requested			
Written reference received			
Contacted to verify references			
<b>Referee 2</b>			
Date requested			
Written reference received			
Contacted to verify references			
<b>Referee 3 (if used)</b>			
Date requested			
Written reference received			
Contacted to verify references			
Full Employment history checked			
<b>Interview:</b>			
Identity checked			
Qualifications checked			
Immigration Status checked			
Medical Fitness Declaration checked			
Interview Notes			
<b>Before Appointment:</b>			
Issue of conditional offer			
Enhanced DBS			
Prohibition Order			
Signed offer letter received			
<b>Signed to acknowledge:</b>			
Safeguarding and Child Protection Policy			
Staff Handbooks			
Risk Assessment (if applicable)			
Central Register Updated			

