

## **NEW APPOINTMENTS AND SAFE RECRUITMENT POLICY**

*Last Reviewed/Updated: 15.08.2018*

*Next Review/Update: 15.08.2019*

### *1. Policy principles*

Regent College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The welfare of children will be safeguarded at every stage of the recruitment process at Regent College. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough.

Information from applicants will be collated, analysed and evaluated in the context of child protection and welfare. The mix of qualities, qualifications and experience of a successful candidate will need to be demonstrated and any other particular matters will be clear in the advertisement.

Any advertisements regarding recruitment will make clear of Regent College's commitment to safeguarding as described at the opening of this policy, and will refer to the need for the successful applicant to undertake an enhanced criminal record check via the recently-introduced Disclosure and Baring Service (DBS) agency. The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked. All people who work in Regent College have responsibility towards the safety of children.

Scrutiny of applicant information from all sources including CVs, covering letter and through personal meeting will focus on the following:

- Full identifying details of the applicant, e.g. current and former names, date of birth, current address and National Insurance number
- Applicants for teaching posts: QTS reference number if applicable  
Details of any academic/vocational qualifications the applicant has obtained and details of the awarding body and date of award
- Full history in chronological order since leaving secondary school of any post- secondary education/training, part-time and voluntary work, as well as full-time employment, with start and end dates and explanations for periods not in employment/education/training and reasons for leaving employment
- Two references are expected. These should include most recent employer and the most recent employer when the applicant worked with children if different. Referees who are deemed friends will not be accepted

### *2. References*

References will be requested for shortlisted candidates. References will ask former employees for:

- Confirmation of particular experience or qualifications

- Any disciplinary offences relating to children, including any that are ‘time expired’
- Whether the applicant has been subject of any child protection concerns, and if so the outcome of any enquiry or disciplinary
- Whether the candidate has any concerns over their fitness to teach

### *3. Job Description*

Will state:

- The main duties and responsibilities of the post
- The individual’s responsibility for promoting well-being in a safe environment of children and young people s/he is responsible for or comes into contact with

### *4. Person Specification*

Will state:

- The qualifications, experience and other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities the applicant should be able to demonstrate
- How these requirements will be tested and assessed during the selection process
- That the interview will explore issues relating to safeguarding and promoting the welfare of children; motivation to work with children and young people; ability to form and maintain appropriate relationships and personal boundaries with children and young people; emotional resilience in working with young people with challenging behaviours and Attitudes to use of authority and maintaining discipline

### *5. Scrutinising and Shortlisting*

All applications will be scrutinised to ensure that:

- The information provided is consistent and contains no discrepancies
- Any gaps in employment are identified for later exploration
- Any history of repeated changes without career progression, or career moves from permanent post to supply or temporary work can be explored

All candidates will be assessed equally against the criteria within the person specification.

### *6. References*

All references used in the recruitment process will be sought and obtained directly from the referees. Open references or testimonials will not be accepted unless there are exceptional circumstances and accepted at the discretion of the College.

References will be sought for all shortlisted candidates. In exceptional circumstances a candidate may strongly object to a current employer being contacted prior to interview. The person conducting the process may agree to approach the referee only if the candidate is the preferred candidate. This is not preferred practice, and the post cannot be confirmed until the reference has been received and scrutinised.

Reference requests will ask for objective information that can be verified.

The information requested will include:

- The relationship between the referee and the applicant
- How long the referee has known the applicant
- Whether the referee is satisfied that the applicant is suitable for the job in question and how s/he has demonstrated that s/he meets the person specification
- If the referee is completely satisfied that the applicant is suitable to work with children. If the referee is the candidate's current employer the following will be requested: confirmation of the details of the applicant's current post, salary and attendance record
- Verifiable comments about the candidate's performance history and conduct
- Details of any disciplinary procedures the candidate has been subject to, in which the sanction is current
- Details of any disciplinary procedures the candidate has been subject to, involving issues relating to the health and safety of children or young people, including any in which the sanction has expired
- Details of any allegations or concerns that have been raised about the applicant, in relation to the safety and welfare of children and young people or behaviour towards children or young people, and the outcomes of those concerns

On receipt, the reference will be checked to see if all specific queries have been answered satisfactorily. If they have not, the referee will be telephoned and asked to provide written details or clarification by telephone, which will be written down.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases where an issue was satisfactorily resolved some time ago, or where an allegation was determined to be unfounded or did not require formal disciplinary action and where no further issues have been raised will cause less concern than more serious or recent issues. A history of repeated concerns or allegations will give cause for concern.

### *7. Interviews*

The interview will assess the merits of the candidates against the job requirements. No candidate will be appointed without a face-to-face interview.

### *8. Interview Panel*

A minimum of 2 interviewers will conduct interviews.

Panel members will:

- Have the authority to make decisions about appointments
- Have met before the interview to agree on the required standard for the job they are appointing
- Have agreed the assessment criteria in accordance with the person specification
- Have agreed a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate

relating to their application and references. Candidate's response to a question will determine if they are followed up.

#### *9. Scope of the Interview*

In addition to assessing and evaluating the applicants' suitability for the post, the interview panel will also:

- Explore the candidates' attitude towards children and young people
- Assess their ability to support Regent College's agenda for safeguarding and promoting the welfare of children
- Explore gaps in the candidate's employment history
- Follow up concerns or discrepancies arising from the information provided by the candidate and/or referee
- Ask the candidate if there is anything they wish to declare in the light of the need for an enhanced DBS check

#### *10. Conditional offer of Appointment/Essential document check*

An offer of appointment to the successful candidate will be conditional on:

- The receipt of 2 satisfactory references
- Verification of the candidate's identity
- An enhanced DBS check
- Verification of medical fitness
- Verification of qualifications
- Verification of professional status (if applicable)
- EEA Check (if applicable)
- National Insurance Number
- Prohibition from teaching

#### *11. Directors, Proprietors, Senior Management & Governors*

All Directors, Proprietors, Senior Management & Governors who are responsible for school management and with supervising obligations will be required to undergo an enhanced DBS and Prohibition from management checks.

#### *12. Supply staff*

Where supply staff are employed directly by Regent College we will complete all relevant checks as described in the recruitment section of this policy.

Where staff are provided by an agency, Regent College will obtain written confirmation from the agency that the checks required by Regent College's safeguarding policy for staff appointments have been followed.

#### *13. Staff from Overseas*

Regent College will confirm the right of those they employ to work in the United Kingdom.

Staff who have lived outside of the UK must undergo the same checks as all other staff, including full enhanced DBS and EEA Checks. In addition, Regent College will make further checks as we consider appropriate: e.g. obtaining certificates of good conduct from embassies or police forces. If the applicant is from a country where further information is not available e.g. a refugee, then further references will be sought followed up by telephone calls.

If it is ever necessary to engage a member of staff before an enhanced DBS disclosure has been obtained, Regent College will ensure that the person is appropriately supervised.

#### *14. Asylum and Immigration Act*

It is important that checks are made to ensure that the applicant does have permission to live and work in the UK. It is therefore important that checks are made especially if the candidate fails to provide a National Insurance number on their application form. Documentation that can be asked for includes, birth certificate and passport or work permit. The College will keep a copy of the original documentation in the employees file.

#### *15. Records*

Records of all checks will be kept with dates of the check and the name of the individual who made the check will be held on the Single Central Register

Post Appointment Induction.

Regent College will run an induction programme for all new staff and volunteers. This will include:

- Policies and procedures in relation to safeguarding and promoting welfare, child protection, anti-bullying, antiracism, physical intervention and restraint, internet safety and any local child protection/safeguarding procedures.
- Safe practice and the standards of conduct and behaviour expected of staff and students at Regent College.
- How and with whom any concerns should be raised
- Other relevant personnel procedures e.g. disciplinary, capability and whistle blowing
- Training in child protection procedures will be given

#### *16. Single Central Register*

This is an important document which will be updated on the appointment or departure of staff. It will be securely stored and under the control of the HR Manager.

The Single Central Register (SCR) will meet all current regulations, as defined by the Department for Education (DfE) and the Independent Schools Inspectorate (ISI).

#### *17. Monitoring, Evaluation and Review*

The Proprietors and Principal will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout Regent College.