

# Recruitment Policy

## Al-Falah Primary School

<b>Reviewed on:</b>	<b>Jan 2023</b>
<b>Next review:</b>	<b>Jan 2025</b>

## Recruitment Policy

### **Rationale:**

To ensure that Al Falah Primary School recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at Al Falah Primary School.

### **What is safer recruitment?**

Safer recruitment is a set of practices to help make sure your staff and volunteers are suitable to work with children and young people. It's a vital part of creating a safe and positive environment and making a commitment to keep children safe from harm.

### **Purposes:**

To ensure those employed:

- are suitable individuals to work with children and young people
- share the school's ethos, values and ambitions for its students
- meet the requirements of the safeguarding agenda for the protection of both pupils and staff within the school

### **Procedures:**

#### **Advertising the Position:**

Available posts for teaching and support staff will be advertised in a manner likely to bring them to the notice of persons who are qualified to fill them. This will be done by advertising internally and locally as appropriate. In the advertisements, the school will make it clear about what the job is and what experience, qualifications and qualities are required. The information the school requires from applicants will be specifically set out and is relevant to the post.

All applicants will be provided with the following information:

1. an application form
2. a job description
3. person specification

#### **Short-listing and Interview:**

Short-listing is focused on the requirements of the job description and person specification. Short-listing decisions are made on the basis of information provided in the application form measured against the job description and person specification.

Short listed applicants invited for an interview will be treated equally. The interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process. The interview will focus on each applicant's skills. All candidates will be

asked questions about their attitude towards children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. They will be asked at least one question relating to equal opportunities. Questions about an applicant's disability will not be asked at interview except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements. Questions about marital status, dependants and family plans must not be asked at interview. Candidates will also require to teach one lesson which will be observed by the head teacher.

### **Selecting a Candidate:**

Successful applicants will be required to complete satisfactorily all pre employment conditions and checks before a conditional offer is confirmed. This will include:

- clear DBS report
- At least one satisfactory reference (preferably in writing) - but preferably two references should be sought
- medical questionnaire checked for suitability
- evidence of essential qualifications
- confirmation of entitlement to work in the UK
- hand in P45 form (if applicable)

Successful candidates will be offered the job on a six month probation period unsuccessful candidates will be informed, through phone, within one working day. They may ask for an explanation for the decision made.

All personal information received by the school during the recruitment process is securely stored. Recruitment records and information will be held for a period of one year, currently the statutory period in which a claim arising from the recruitment process may be brought.

### Single Centralised Record of Members of Staff (SCR)

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept in accordance Keeping Children Safe in Education (KCSIE 2022). This is kept up-to-date and retained by the head Teacher,

The single central record will also be audited termly by the Headteacher.

Record Retention/Data Protection the School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School 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, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation will be retained by the School for the duration of the successful applicant's employment with the School.

All information retained on employees is kept centrally in the Human Resources Office in a locked and secure cabinet. The same policy applies to any suitability information obtained about volunteers involved with School activities. The Alfalah School 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).

Volunteers; The School will request an enhanced DBS disclosure and Children's Barred List information on all volunteers undertaking regulated activity with pupils at or on behalf of the School (the definition of regulated activity set out above will be applied to all volunteers). Under no circumstances will the School permit an unchecked volunteer to have unsupervised contact with pupils. It is the School's policy that a new DBS certificate is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the School for three consecutive months or more. Those volunteers who are likely to be involved in activities with the School on a regular basis may be required to sign up to the DBS update service as this permits the School to obtain up to date criminal records information without delay prior to each new activity in which a volunteer participates. In addition, the School will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances.

#### DBS statement:

DBS (Disclosure and Barring Service) Check The School applies for an enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to "regulated activity" as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended). The purpose of carrying out an Enhanced Check for Regulated Activity is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List and to obtain other relevant suitability information. It is the School's policy that the DBS disclosure must be obtained before the commencement of employment of any new employee. Members of staff at The Alfalah School are aware of their obligation to inform the Headteacher of any cautions or convictions that arise between these checks taking place. DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. Safer Recruitment Policy May 2022 Page 8 of 12 6.4 Portability of DBS Certificates Checks Staff may wish to join the DBS Update Service if they are likely to require another check in the future. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant. This allows for portability of a Certificate across employers.

#### The School will:

- Obtain consent from the applicant to carry out an update search
- Confirm the Certificate matches the individual's identity
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, i.e. enhanced certificate/enhanced including barred list information. The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

The DBS no longer issue Disclosure Certificates to employers; therefore employees/applicants should bring their original Certificate to the school (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity). Dealing with convictions The School operates a formal procedure if a DBS Certificate is returned with details of convictions.

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse. A formal meeting will take place face-to-face to establish the facts with the Headteacher and chair of Governors. A decision will be made following this meeting. In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the Headteacher will evaluate all of the risk factors above before a position is offered or confirmed.

A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting. Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the Teaching Regulation Agency.

The School does not discriminate on the grounds of age. Where an applicant claims to have changed their name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) they will be required to provide documentary evidence of the change. In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

#### Medical Fitness.

The School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role. The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

#### Overseas checks

The School, in accordance with the UK Visas and Immigration (UKVI) will, if applicable, sponsor new foreign nationals (see Certificate of Sponsorship section). In addition, applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the School.

## Certificates of Sponsorship (CoS)

If an appointed applicant is a national of another country, a CoS may be required. Before any offer of employment is made, the Interviewing Managers should consult with the head teacher and chair of governors. The process can take up to three months and staff cannot, under any circumstances, be employed until permission is given. Detailed advice on the above is available from the Human Resources Department.

Hackney learning trust guidelines

## **12 Steps to Safer Recruitment**

### **Before you release your post:**

1. Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin;
2. Ensure that your school has a safeguarding and child protection policy and that a statement about the school's commitment to safeguarding is included in all recruitment and selection materials;
3. Ensure that you have an up to date job description and person specification for the role(s) you wish to recruit to, that have been agreed by the senior leadership team and HR;
4. Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding;
5. Ensure that you have compiled a suitable candidate pack containing all the required information about the school, role recruitment timetable, safeguarding policy/statement and application form;

### **Before you interview:**

6. Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview;
7. Ensure that all appropriate checks have been undertaken on your shortlisted candidates including references and DBS checks;
8. Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with the necessary information;

### **Before you select your preferred candidate:**

9. Ensure that a face-to-face interview is conducted for all shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description;
10. Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied on the application form;

**Before you formally appoint:**

1. Ensure that you are able to make a confident selection of a preferred candidate based upon their ability to demonstrate their suitability for the role;
2. Ensure that your preferred candidate is informed that the offer of employment (including volunteers) is conditional on receiving satisfactory information from all necessary checks, references and completion of a probationary period.