



SAFEGUARDING CHILDREN – RECRUITMENT & SELECTION POLICY

(REVIEWED MAY 2013)

Ysgol Bryn Elian is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share commitment.

Planning and Advertising

Planning is vital to successful recruitment. On all occasions the school will be clear about what mix of qualities, qualifications and experience are required from potential postholders. The successful candidate will need to demonstrate these which will be reflected in the advertisement for the post in order to prevent unwanted applications.

The selection process will allow time for references to be obtained on short listed candidates before interview.

At the outset all material including person specification, application form, job description and information and guidance for applicants will form part of the pack to be sent to prospective applicants. There will be reference for the need for the successful applicant to undertake a CRB check as well as the usual details of the post, salary and qualifications required.

Application form

The purpose of the application form is to obtain a common set of core data of skills and qualities from all applicants. We would not accept a CV drawn up by applicants in place of an application form but in addition to an application form.

The application form will contain:

- Full identifying address of the applicant;
- Full details of the applicant including current name, address, N.I. number and DFE number;
- Academic and/or vocational qualifications relevant for the position for which s/he is applying with details of the awarding body and date of the award;
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education training, and part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment or education / training and reasons for leaving employment;
- A declaration of any family or close relationship to existing employees or employers including governors;
- Details of referees where one referee should be the applicant's current or most recent employer and normally two referees will be sufficient;
- Where an applicant is not currently working with children but has done so in the past a reference will also be obtained from that employer;
- A statement of the personal qualities and experience that the applicant believes are relevant to his / her suitability for the post advertised and how s/he meets the person specification.

It will include an explanation that the post is exempt from the Rehabilitation Act 1974 and therefore that all convictions, cautions and bind overs, including those regarded "spent" must be declared and it should require a signed statement that the person is not on list 99, disqualified from work with children, or subject to sanctions imposed by the GTCW, and has no convictions, cautions or bind overs and has attached details of their record in a sealed envelope marked confidential.

It will note that:

- The successful applicant will be required to provide a disclosure from the CRB at the appropriate level for the post [Enhanced Disclosure for CRB].
- We will seek references on short listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

- The applicant will be asked about disciplinary offences relating to children including any for which the penalty is “time expired” [that is where a warning could no longer be taken into account in any new disciplinary hearing for example] and whether the applicant has been the subject of any child protection concerns and if so the outcome of any enquiry or disciplinary procedure.
- Providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible reference to the police.

Applicants for teaching posts will also be asked:

- To provide their DFE reference number.
- Whether s/he has QTS.
- Whether s/he is registered with the GTCW.
- NQT progress towards completion.

Job Description

This will clearly state;

- The main duties and responsibilities of the post.
- The individual’s responsibility for promoting and safeguarding the welfare of children for whom s/he is responsible or comes into contact with.

Person Specification

This will:

- Include the qualifications and experience and any other requirements needed to perform the role in relation to working with children.
- The competencies and qualities that the candidate should be able to demonstrate.
- Explain how these will be tested and assessed during the selection process.

Shortlisting

All applications will be scrutinised to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies and to identify any gaps in employment. Any anomalies will be noted so that they can be taken up as part of the consideration as to whether or not to short list the applicant. As well as reasons for obvious gaps in employment, the reasons for a history of repeated changes of employment without any clear career or salary progression or a mid-career move from a permanent post to supply teaching or temporary work will also be explored and verified.

References

References will always be sought and obtained directly from the referee. The school will not accept references or testimonials provided by the candidate. Issues of concern in references will be explored further with the referee and taken up with the candidate at interview. In exceptional circumstances it may not be possible to obtain references before interview either because of delay on the part of the referee or because a candidate strongly objects to the employer being approached at that stage, but it will be the aim in all cases.

In all cases Ysgol Bryn Elan will ensure that the documentation is received and scrutinised and any concerns are satisfactorily resolved before the appointment is concerned.

A copy of the Job Description and Person Specification will be included with reference requests and every request will ask:

- About the referees relationship with the candidate e.g. how long the referee has known the candidate and in what capacity.

- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job in question, and for specific comments about the applicant's suitability for the post and how s/he has demonstrated that s/he meets the person specification.
- Whether the referee is completely satisfied that the candidate is suitable to work with children and if not why the referee believes that the person is unsuitable.

The referee will be reminded that s/he has a responsibility to ensure that the reference is accurate and that relevant factual content of the reference may be discussed with the applicant.

In addition to the above, requests addressed to current or previous employers will also seek:

- Confirmation of details of the applicant's post, salary.
- Details of performance history and conduct.
- Details of any live disciplinary procedures.
- Details of any disciplinary procedures involving issues related to the safety and welfare of children including any in which the disciplinary sanction has expired and the outcome.

Where references do not provide all the above information, further enquiries will be made to seek clarification.

Invitation to interview

The invitation to interview will state that the successful candidate will be required to complete an application for a CRB disclosure straight away. Consequently all candidates will be instructed to bring with them all the necessary documentary evidence that will satisfy the CRB requirements.

Candidates will also be asked to bring documents confirming professional qualifications, a copy of which will be held on file for the successful candidate.

Interview Panel

Members of the panel will:

- Have the necessary authority to make decisions about the appointment.
- Meet before the interview to reach a consensus about the required standard for the job to which they are appointing.
- Consider the issues to be explored with each candidate and who on the panel will ask which questions.
- Agree on their assessment criteria in accordance with the person specification.
- Training in Safeguarding on each panel.

The panel will agree a set of common questions relating to the requirements of the post. A candidate's response to a question will determine whether and how that is followed up. Issues will be explored with individual candidates based on the individual application form and references. The panel will ask the candidate if they wish to declare anything in the light of the requirement of a CRB check.

Conditional Offer of appointment: Pre Appointment checks:

- The receipt of two satisfactory references
- DFES list 99 check and satisfactory CRB disclosure
- Verification of candidate's medical fitness, qualifications, professional status.

We will seek legal advice where information comes to light that a candidate has not disclosed relevant information in the course of the selection process or is deemed unsuitable to work with children.

All checks will be confirmed in writing and documentation retained on personnel file.

School Council

Where possible a panel of School Council members will interview potential candidates for teaching posts.

May 2013

APPENDIX

Recruitment and Selection Checklist

Pre-interview

Planning

Timetable decided; job specification and description and other documents provided to applicants.

Vacancy Advertised

Ad will include reference to safeguarding policy and the need for successful applicant to be CRB checked.

Applications on Receipt

Scrutinised with discrepancies, anomalies, gaps in employment to explore if candidate should be considered for short listing.

Short List Prepared

References sought directly from referee from short listed candidates. Pro forma reference request sent.

Reference on Receipt

Checked against information on application; scrutinised; discrepancies and issues of concern noted to take up with applicant.

Invitation to Interview

Includes all relevant information and instructions.

Interview Arrangements

At least 3 interviewers including a governor who have met and agreed issues and questions/assessment criteria/standards for scrutiny.

Trained in Safeguarding.

Interview

Explores applicants' suitability for work with children as well as for the post.

Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies placed on file; application for CRB disclosure.

Conditional Offer of Appointment; pre appointment check

Offer of appointment is made conditional to satisfactory completion of pre-appointment checks.

References [if not obtained and scrutinised previously]

Identity [if that could that could not be verified after the interview]

Qualifications [if not verified on the day of interview]

CRB satisfactory CRB disclosure received

List 99

Health – candidate is medically fit

GTCW registration

QTS