



Created: KHoward February 2023 | Reviewed & approved by Board: March 2023
Next Review: February 2025

Safer Recruitment and Appointment of Staff Policy

Aim:

This policy is designed for the safe appointment and recruitment of staff at Dania Scandinavian School and follows protocols from 'Keeping Children safe in education, KCSiE' September 2022. The school is concerned with the safety and wellbeing of pupils in our care. The School expects all staff and volunteers to share this commitment. The school will advertise appointments in appropriate publications and on the school website. All applicants must complete the necessary application and comply with school protocols.

The school aims to ensure that all personal data collected about job applicants is collected, stored and processed in accordance with the General Data Protection Regulation (GDPR) and the provisions of the Data Protection Act 2018 (DPA 2018). We keep the personal information provided by applicants during the recruitment process for no longer than is necessary for the purposes for which it is processed. For further information please read our Data Protection Policy and Privacy Notice on the School website.

The successful applicant will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Check before they start work at the school. Appropriate references will also need to be taken up before any position is confirmed. This policy supports the School's Safeguarding (Child Protection) Policy.

Employer Responsibility

- Ensure fair and transparent recruitment practices with an aim to select the right candidate for the job. Train staff involved in the recruitment process on the school's Equal Opportunities and Dignity at Work Policy and existing legislation on immigration.
- Treat job applicants equally regardless of age, disability, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation, marriage or civil partnership, pregnancy or maternity.
- Use of pre-employment health questionnaires only where it is for the purpose of making reasonable adjustments.
- Employment terms of the job vacancy are consistent with the rest of the school.



- Ensure that the school meets its commitment to safeguarding and promoting the welfare of children by carrying out all the necessary checks on new employees and volunteers.

Equal Opportunities

Dania Scandinavian School is committed to tackling discrimination and promoting equality and diversity. We are also committed to providing the best possible care and education for our pupils and to safeguard and promote the welfare of children. Scope All those involved in the recruitment of staff are responsible for complying with this policy and to be familiar with protocols. This could include Governors, recruitment agencies and staff. Employees involved in the recruitment process shall be trained on best practice, equal 2 opportunities and anti-bribery and anti-corruption policies. The policy will be reviewed regularly to ensure compliance with changes in legislation. Please refer to the following policies in conjunction with this policy: Equal Opportunities and Race Equality Policies.

Recruitment and Selection Process

The School will seek to recruit the best applicant for the job. During the process of selection, the School will ensure the identification of the person best suited based on qualifications, experience, knowledge, abilities and fulfilment of the job description.

Advertising

Advertisements will be concise and informative for prospective applicants. The requirements of the Data Protection Act will be strictly adhered to.

Job Description

This will be displayed from the beginning of the advertising process. It will clearly set out all duties and responsibilities. The person specification will be included in the job description detailing skills, abilities, experience and expertise required in order to carry out the job to a high standard.

Applications

The school has a bespoke application form which all prospective candidates must complete. The application form contains questions surrounding full educational, professional and employment history. The application form also states that posts are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

The applicant should provide:

- Personal details, current and former names, current address and NI number
- Details of present (or last) employment with reason for leaving



- Full employment history
- Qualifications, the awarding body and dates
- Details of referees
- Personal statement including why they think they are suitable for the role

Any gaps that appear in employment history will need to be justified. Any convictions regarding working with children must be declared. The school will not accept a CV (curriculum vitae) alone as an application.

Any false information given is an offence and could result in the application being rejected or in certain circumstances referred to the police, Disclosures and Barring Service or the Teaching Regulation Agency.

The application form also provides information of where candidates can obtain legal advice on if and which convictions should be disclosed if they are shortlisted. The school will usually ask for all applications to be supported by a covering letter. Applicants not shortlisted shall be advised accordingly. Applications shall be treated confidentially and in accordance with the Data Protection Act 2018.

Application forms, job descriptions and the School's Safeguarding Policy can be downloaded from the school website or the applicant can request a paper copy via the School Administrator. Ideally advertised jobs will have a closing date, unless there is an ongoing recruitment drive in an area of the school i.e. EYFS.

The appointment of a new Head Teacher shall be conducted by a Governor and two senior members of staff or responsibility be devolved to a specialist recruitment company.

Shortlisting Process

The School will nominate at least two members of senior staff relevant to the position being offered to form the shortlisting panel.

The shortlisting of candidates' process will:

- Use the job description and person specification to define a set of benchmarks.
- Consider any inconsistencies and look for gaps in employment and reasons given for these.
- Ensure the review of each candidate by the members of the panel individually.



- Have the shortlisting panel to meet after individual consideration to establish the list of shortlisted candidates.

All shortlisted candidates will be requested to sign a statement requiring a self-declaration of any relevant criminal background information or convictions.

Interviews

The interview process shall be conducted by at least two senior members of staff or a senior staff member and a Governor, at least one of whom has been trained in safer recruitment practices. All applicants will be interviewed by the same person or panel. Wherever possible interviews will take place face-to-face.

Prior to interview the following checks will take place:

- The person's identity - this should be photographic (passport, driving licence)
- Checking the applicant's name from the identity document (original)
- The person's right to work in the UK
- The person's qualifications - these should be relevant to role the applicant has applied for
- Documentation confirming their NI number
- Original qualification certificates referred to in their application form
- Most recent DBS certificate (if they have one)

The candidate's suitability to work with children will be explored at interview in conjunction with the job specification. Interviews and any tests shall focus on abilities, qualifications, experience and merit, and be reviewed against the job description and person specification.

The School will make reasonable adjustments to accommodate the particular needs of any person who has notified the school of his/her disability within the meaning of the Equality Act 2010.

The school will carry out an online search on applicants who are attending an interview as per the ISI commentary and regulations. These checks are done by HR prior to the interview, if any information is found about the candidate, HR will notify the interview panel who will explore this during the interview.

Any information in regard to past disciplinary action or allegations, convictions or cautions needs to be discussed during the interview and circumstances of the individual taken into account.



Job offers shall not be made during or at the end of an interview but subject to all relevant checks. Notes taken at the interview and part of the decision-making process will be retained by the HR Administrator. These will be added to the successful candidates file. Feedback for all shortlisted candidates will be given where requested.

References

All references, whether given or received must have the consent of the individual. The School habitually seeks references for new employees. Similarly, the School also receives requests for references of its past employees. When giving references, the School has a duty of care to ensure information provided is accurate and factual. All reference requests, including online requests through websites such as LinkedIn etc., must be forwarded to the Headteacher. The reference provided will contain only factual information, and will not state personal opinions about the employee's performance or conduct.

References for short-listed applicants will be requested in advance of an interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after the interview and prior to any formal offer of employment being made.

Two professional references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Where necessary, referees may be contacted by telephone or email in order to clarify any anomalies or discrepancies. The telephone number for the referee should be obtained independently e.g. using the internet or directory enquiries and not rely on the details supplied by the candidate. Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states: *"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."*



The School's best practice does not accept open references, testimonials or references from relatives, however, an open letter or reference, with a second full reference may be considered where there would otherwise be a delay in employment start date and an additional full reference obtained as soon as possible.

It is considered best practice to obtain two references for members of staff applying for internal positions (where an existing member of staff applies for a role or position within the School) including for:

- internal promotions
- position moves
- new, but not renewed, responsibility allowances

Typically, one reference will be sought from the current employer completed by a senior person with appropriate authority (e.g. Headteacher) and another with the relevant employer from the last time the applicant worked with children (if not currently working with children). These references are supplied on a standard school application form.

Qualification Requirements

Applicants must be able to demonstrate they have obtained any academic or vocational qualifications relevant to the post and claimed by them in their application form and which were taken into account when making the appointment. Applicants will be asked to provide original copies of these when attending the interview. Applicants who are unable to bring these to interview must do so before taking up appointment and before the appointment is confirmed.

Offers of Appointment

Following the interview process, a decision will be made regarding employment. This will be dependent on the required appointment checks (see below). An offer letter will be sent to the successful candidate and unsuccessful candidates informed accordingly.

All appointments are made subject to a satisfactory probationary period. Specific details shall be provided in individual terms and conditions.

In the case of internal recruitment, the employee shall be sent a letter confirming the variation to their terms and conditions.

Appointment Checks

- Verification of the applicant's identity (where that has not previously been verified).



- The receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory.
- Suitability Declaration form.
- The receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory. All School staff are required to have an enhanced DBS certificate. If the applicant has registered with the DBS Update Service, the School Administrator can check this rather than carrying out a new DBS check. The School cannot accept a DBS certificate from another provider if it is neither part of the Update Service nor an enhanced check.
- All staff for which the School completes a new DBS certificate request will be required to register with the Update Service. The School will support the cost of the DBS certificate and the employees will be responsible for the cost of the Update Service.
- All staff will be checked against the Children's Barred List as part of the DBS check.
- For teaching positions, confirmation from the Teaching Regulation Agency (TRA) that the applicant is not: subject to a prohibition order, failed induction/probation, the subject of a suspension or conditional order imposed by the General Teaching Council for England.
- Headteachers, Governors, Heads of Department and staff on the Senior Leadership Team are also subject to s128 direction check through the TRA.
- Verification of the applicant's right to work in the UK in accordance with the Immigration, Asylum and Nationality Act 2006. If there is uncertainty about whether an individual needs permission to work in the UK, then we follow the advice on the GOV.UK website.
- All new employees who have lived outside the UK are subject to additional criminal records checks for overseas applicants.
- Verify professional qualifications, as appropriate.

Appointments will only be confirmed after all checks have been completed satisfactorily. A start date can then be agreed. If the DBS certificate does not arrive before the anticipated start date, the start date may need to be modified.

If a DBS check is not available the following procedures will be put in place:

- A barred list check will have taken place.
- All other checks must be complete.



- Risk assessment carried out.
- A member of the support staff will be assigned to shadow them for safeguarding purposes.
- A review will take place each week with the relevant SLT staff to check the status.

Once a job offer has been confirmed, applicants will be requested to fill out the School's medical form.