

# Safer Recruitment Policy (Recruitment and Selection)

<b>Policy Code</b> QSC/41	<b>Authorisation Date</b> January 2021	<b>Next Review Date</b> September 2021
<b>Enquiries Contact:</b> support@uk.oneschoolglobal.com	<b>Approval Authority</b> OSG UK Board	<b>Policy Author</b> Julie Parsonson
<b>Associated Documents</b> Safeguarding Policy Recruitment Handbook Teachers Induction Guidance Induction of Support Staff Guidance Rehabilitation of Offenders/Recruitment of ex-Offenders Policy SCR Guidance Equality of Opportunity Policy Probation Policy		

## 1. INTRODUCTION/POLICY STATEMENT

- 1.1. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection, essential in providing a safe environment for children and young people.
- 1.2. This Safer Recruitment Policy has been produced in line with Part 3 of the Department for Education (DfE) guidance, 'Keeping Children Safe in Education 2020' and applies to all sections of the Campuses. Our aim is to ensure the safe recruitment of staff, ensuring the process is conducted in a fair, effective and economic manner and to ensure those that are responsible for each stage of the recruitment process are aware of their responsibilities and demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
- 1.3. To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against, and to ensure that arrangements comply with the requirements set out in Parts 3 and 4 of Government issued Independent Schools Standards.

## 2. PURPOSE

- 2.1. OneSchool Global UK (OSGUK) is committed to attracting, selecting and retaining the best possible employees. Creating and maintaining a motivated and committed workforce equipped with the appropriate knowledge, skills and behaviours is critical to the delivery of a high-quality education and service.
- 2.2. The aim of this policy is to ensure that the safeguarding and welfare of children and young people is delivered at each stage of the recruitment and selection process.
- 2.3. This policy aims to ensure that safe and fair recruitment and selection is conducted at all times at the campus and to avoid possible unlawful discrimination, and that a consistent approach to the appointment of staff is applied.

### 3. SCOPE

- 3.1. This policy outlines the procedures by which staff are recruited to work in schools. This policy covers the process to be followed whereby staff are recruited, which includes from agencies into employment, the process of engaging agency workers into temporary supply roles, and internal non-organisational change recruitment process.

### 4. DEFINITIONS

Term	Definition
KCSIE	Refers to the latest version of the 'Keeping Children Safe in Education' statutory guidance
TRA	Teaching Regulation Agency
SCR	Single Central Record of pre-employment checks

### 5. POLICY STATEMENT

#### 5.1. PRINCIPLES

- 5.1.1. OSGUK is committed to safeguarding and through the implementation of this policy and its procedure will demonstrate compliance to and follow principles of safer recruitment. This policy will support Campuses throughout the recruitment process to deter, reject, detect and prevent those who might abuse or may be unsuitable from working with children.
- 5.1.2. The Campus is committed to providing the equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, age, disability, marital status, sexual orientation, gender reassignment, pregnancy and maternity. OSGUK acknowledges that unfair discrimination can arise on occasion and so will ensure that its equal opportunities policy is the foundation for all of its activities.

#### 5.2. PRE-EMPLOYMENT VETTING CHECKS

##### 5.2.1. Barred list check

- 5.2.1.1. This check can only be carried out on staff who will be working in regulated activity.
- 5.2.1.2. The employee does not need to have a Teacher Reference Number in order to carry out this check.
- 5.2.1.3. It is illegal for an employer to knowingly allow someone to carry out regulated activity with the group from which they are barred, and it is an offence for a barred person to work or seek to work in regulated activity within a group from which they are barred.
- 5.2.1.4. A separate barred list check must be undertaken in the event that a new enhanced criminal record disclosure is not received in advance of a member of staff starting work in regulated activity, or where:
- A pre-existing enhanced DBS check is accepted under the three-month rule for an employee who will start working in regulated activity
  - A pre-existing enhanced DBS check without barring information is accepted from a candidate who subscribes to the DBS online update service.

- 5.2.1.5. The check can be completed via the DBS application where an enhanced DBS is being requested in advance of the candidate starting in post, or the Barred List can be checked separately via the 'TPOne' Service provided by Teachers' Pensions.
- 5.2.1.6. Campuses in England and Wales should subscribe to and maintain a subscription to the TPOne service offered by Teachers' Pensions for the purpose of making a barred list check.
- 5.2.1.7. Evidence of a Barred list check being undertaken, and its outcome, must be kept on the employee's file and details entered onto the SCR.

### **5.2.2.Criminal Record checks and disclosures**

- 5.2.2.1. All employees of the Campus are in regulated activity and therefore a new enhanced DBS Disclosure (or appropriate PVG or AccessNI check whichever is applicable) which includes a children's barred list check will be required prior to the start of employment.
- 5.2.2.2. **Use of Previous DBS** - Where the post is in England and Wales and an Enhanced DBS check with a check of the Children's Barred list was in place at their previous employer and there has been a gap in employment of no more than three months, the employee may be able to start their employment using this previous DBS check. The candidate must be able to provide a hard copy for the campus to verify. However, a new Barred List check is a mandatory requirement and must be carried out prior to the start of employment. The offer of employment remains conditional until the new DBS certificate is returned and the certificate verified by the campus.
- 5.2.2.3. If the candidate does not have an appropriate level DBS check in place at their current employment that can be used (which would be under the three-month rule in England and Wales with a separate barred list check undertaken) and they are not a member of the DBS update service (and a suitable check including barred list is available), a new criminal record disclosure is required in order to commence work. The successful candidate will be informed of the arrangements for such a check.
- 5.2.2.4. The DBS checking process must be initiated before the applicant's start date but no earlier than three months before employment commences.
- 5.2.2.5. Appendix 2 must be used to record the DBS/criminal record check performed. This form must be completed and retained on the employee file.
- 5.2.2.6. The Campus Principal must have sight of the enhanced DBS (with Children's Barred list) certificate (or other official original copy of an appropriate criminal record check in Scotland and Northern Ireland) and verify that the certificate belongs to the candidate, that the DBS check has included a check of the Children's Barred list, is of an appropriate date and has been undertaken by an appropriate organisation.
- 5.2.2.7. A record of the check being verified must be entered onto the SCR and appropriate evidence kept on the staff file using the appropriate DBS/PVG overlay sheet and appendix 2 of this policy. Copies of criminal record certificates must not otherwise be retained on the staff file beyond six months.
- 5.2.2.8. **Using a DBS from the DBS Update Service** - Where a new starter subscribes to the DBS update service and their membership of the service relates to a DBS check for the same level and type of workforce as their new role

requires, and it contains a check of the Children's Barred list, the DBS can be used to start their employment. Their permission must be obtained before their DBS is checked online.

- 5.2.2.9. Where the DBS is enhanced but it does not contain a Children's Barred list check, a separate check of the Children's Barred list must be undertaken, and the result recorded on the SCR and in the employee file.
- 5.2.2.10. The original DBS certificate corresponding to their update service membership must be seen and the outcome of the check must be recorded on the SCR in the normal manner. A printout of online check result should be retained as evidence along with a copy of the top section (showing the DBS certificate number) of the original certificate using the DBS overlay sheet. Appendix 3 can be used to document that an online DBS check has been carried out. This form must be completed and inserted in the staff file.
- 5.2.2.11. Where a check of the DBS update service identifies that the information on the candidate's certificate has changed since the date that the certificate was issued, advice should be sought from HR and a new enhanced DBS applied for which includes a check of the Children's Barred list.
- 5.2.2.12. It is OSGUK policy to re-check employee's DBS certificates for any employee that has a break in service of more than three months (e.g. unpaid career breaks etc.). In such cases employees must be re-checked before they return back to work. Parallel entries of subsequent DBS checks will be recorded on the SCR, with clear notes on the SCR to explain the timeline of events, and recorded on the staff file, along with a file note to explain the need for the additional DBS.
- 5.2.2.13. Members of staff at the Campus should be made aware of their contractual obligation to inform the Campus Principal, District Principal or Regional Principal of any cautions or convictions that arise between these checks taking place, or indeed at any time during their employment as per the Code of Conduct and contractual requirements.
- 5.2.2.14. Campuses have a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not resigned.

### **5.2.3. Starting work before DBS clearance has been obtained**

- 5.2.3.1. Staff will not start employment until their DBS check (or equivalent in Scotland and Northern Ireland) has been received and deemed satisfactory by the Campus.
- 5.2.3.2. Exceptions to the above may need to be made very occasionally but only if all other pre-recruitment checks have been completed, a risk assessment is in place which details the supervision arrangements of the new starter and the Regional Principal deems this as satisfactory. In these cases, the risk assessment will be carried out to determine (a) whether it is safe for that individual to start work before his or her criminal record check has been verified; and (b) the level of supervision required. The individual will not be allowed to attend trips or to be alone with a pupil until the criminal record check has come through. A record of the risk assessment and supervision deemed necessary will always be made in the notes section of the SCR, and a copy of the risk assessment should be retained on the staff file
- 5.2.3.3. The application for an enhanced DBS check will still be carried out even if the person is not resident in the UK

#### **5.2.4. Rehabilitation of offenders and 'positive' criminal record disclosures**

- 5.2.4.1. The Campus is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those considered as 'spent', must be declared. If an applicant has a criminal record this will not automatically debar them from employment. Each case will be assessed fairly by reference to OSGUK's objective assessment procedure.
- 5.2.4.2. Any employee who is convicted of, or cautioned for, any offence during their employment with OSGUK must immediately notify in writing the Campus/District Principal or the Regional Principal, as appropriate, of the offence, the circumstances and any penalty.
- 5.2.4.3. Campus and District Principals, with support from HR and the Regional Principal, will decide if an adverse DBS is acceptable or whether they have a concern about the applicant's suitability to work with children.

#### **5.2.5. Overseas Criminal Record Checks**

- 5.2.5.1. Candidates who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, the Campus must make further checks which they deem appropriate so that any relevant events that occurred outside the UK can be considered.
- 5.2.5.2. Additional references may also be required.
- 5.2.5.3. If the applicant has lived abroad for more than three months in the last ten years they will be required to provide the Campus with evidence, such as an official certificate of good conduct, or police or criminal record check from the countries where they have lived, studied or worked.
- 5.2.5.4. Advice for candidates on how to obtain such checks can be found via [Overseas Applicants Criminal Record Checks](#); candidates are responsible for applying for, and meeting the cost of, any such checks and official translations.
- 5.2.5.5. Staff should not commence employment until the relevant overseas checks are obtained, verified and recorded on the SCR of pre-employment checks.
- 5.2.5.6. Where a response from official sources overseas is not available before the candidate starts work, or if the country in question does not have a suitable system for criminal record/ good conduct checking in place, the campus must obtain alternative 'further checks' before the candidate starts work.
  - 5.2.5.6.1. The further checks should include additional references which will provide information about the candidate's conduct at the time they were overseas, in addition to the two references usually received. When identifying the additional references to be sought, the education history, employment history and the referees already provided should be reviewed. Once suitable additional references have been identified, explicit consent to request the additional references should be sought from the candidate and the references requested. References should be requested via the process set out in the procedures section of this policy. A note should be made on the SCR and a file note placed upon the candidate's file within the pre-employment checks.
  - 5.2.5.6.2. The further checks may also involve other reasonable evidence checks as discussed and agreed with HR.

### 5.2.6. Identity checks and right to work

- 5.2.6.1. All applicants invited to attend an interview at the Campus will be required to bring their identification documents with them to both evidence their right to work in the UK (e.g. passport; birth certificate) and documents to prove their identity (e.g. driving license) in accordance with the stipulations set out in the Immigration, Asylum and Nationality Act 2006, and as required by the Disclosure and Barring Service ('DBS') (England and Wales), or as by the Protecting Vulnerable Groups ('PVG') Scheme (Scotland), or by the AccessNI (Northern Ireland) Codes of Practice, whichever apply to the role.
- 5.2.6.2. At the interview copies of original documents which provide evidence for the individual's 'right to work in the UK' check must be taken, dated and signed by the verifier (e.g. the person responsible for checking the evidence, e.g. member of the campus admin staff).
- 5.2.6.3. At the interview copies of original documents which provide proof of identity (e.g. Driver License) must be taken, dated and signed by the verifier.
- 5.2.6.4. The Campus/District Principal must countersign the copies to validate that the originals have been seen and these signed copies should be retained on personnel files for successful candidates. Evidence from unsuccessful candidates should be retained on the recruitment file and then confidentially destroyed after 6 months.
- 5.2.6.5. Campuses should also complete a copy of the Home Office Right to Work Checklist for the successful candidate and the completed copy should be kept on the staff file ([https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/774286/Right\\_to\\_Work\\_Checklist.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/774286/Right_to_Work_Checklist.pdf)). This completed document provides evidence of the Right to Work check being undertaken.
- 5.2.6.6. All documents that have been used for checking the Right to Work, or to check ID should be retained on the staff file. Any excess information provided that has not been used as part of the ID checking process, and therefore is not also evidence of right to work or qualification, should be confidentially destroyed. As such, copies of passports, birth certificates, marriage certificates and any other document that has been used in the ID checking process should be copied, verified and retained on the file. Campuses should use the staff file checklist at Appendix 1 and then retain the checklist on the file as proof of checks.

### 5.2.7. Medical fitness

- 5.2.7.1. Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness to perform the duties outlined in the job description for the post before employment can commence.
- 5.2.7.2. All successful applicants are required to complete a confidential medical questionnaire and, where appropriate, a doctor's medical report may also be required. Failure to complete the medical questionnaire on time may delay an employee's start date and may lead to an offer of employment being withdrawn.
- 5.2.7.3. The Campus/District Principal must review and validate all documentation received.
- 5.2.7.4. No employment can commence until the confidential medical fitness to work certificate and where appropriate a doctor's medical report are in receipt.

### 5.2.8. References

**Please ensure that section 6.5 of this policy is also referred to in addition to the below information.**

- 5.2.8.1. References for applicants who are shortlisted for interview will be taken up by the central HR team, before interview. Referees must include the most recent employer as well as the most recent employer who has known the candidate working with children if relevant. A minimum of at least two references are required.
- 5.2.8.2. Open references (e.g. 'to whom it may concern' format) or references that are solely character references from close family members or friends are not acceptable. References that confirm only dates of employment can be considered but additional references on the candidate's suitability for the role offered may also be requested in such circumstances.
- 5.2.8.3. Where references are received in an electronic format the source of the reference must be verified by the Campus/District Principal, and a note made of this on the reference form (e.g. that the email is sent from a legitimate email address, and/or a conversation took place with the sender).
- 5.2.8.4. Where verbal references are taken, the person making the written record of the reference should verify the source of the reference and note the verification method used. The person taking the verbal reference must also sign and date the reference at the time of making the record.
- 5.2.8.5. All references should be signed or countersigned by the Head Teacher of the issuing school.
- 5.2.8.6. It is the responsibility of the Campus/District Principals to check references received for any contradictory information against the application form and against any further information available. Furthermore Campus/District Principals must by making telephone contact with the referee verify the references received and check that the sender was the author and is in agreement with the reference content.
- 5.2.8.7. A record of the verification being undertaken, with who and how it was undertaken, must be kept on file along with notes of the discussion that took place.
- 5.2.8.8. Where references give cause for concern the Campus/District Principal will discuss the concerns with the individual to gain their feedback and understanding. A copy of this discussion will also be retained on file.
- 5.2.8.9. Any detail of previous allegations or disciplinary action, along with any other information from pre-employment checks, will be objectively assessed and will inform any decision made regarding the candidate's suitability for the role.
- 5.2.8.10. The SCR must be used to record the receipt of references and the references plus any verification must be retained on file.

#### **5.2.9. Qualifications**

- 5.2.9.1. Qualifications should be checked prior to appointment. Where qualifications are listed in the Person Specification for the role, candidates will be required to bring in to interview the original documents or certificates of relevant registration, training or qualifications so that originals can be copied, verified and copies can be lodged retained on their personnel file.
- 5.2.9.2. Where candidates have detailed on their application form that they possess further qualifications not necessarily required by the Person Specification for the role, but these qualifications have been taken into account in making the decision to appoint the individual, these qualifications must also be checked prior to

appointment, preferably at interview, with original copies being seen, and photocopies being made and verified for the employee file.

- 5.2.9.3. The person taking a copy of the original certificates should detail on the copied version that the 'original was seen and copied on [date] by [their name]'.
- 5.2.9.4. For teachers a check of QTS, QTLS and the satisfactory completion of the teacher Induction will be checked via Teacher Services.
- 5.2.9.5. All qualifications should be checked and verified prior to the employee's start date.
- 5.2.9.6. All evidence of qualifications must be cross referenced with the application form submitted by the successful candidate and any discrepancies followed up by the Campus/District Principal prior to employment.

#### **5.2.10. Prohibition Checks: Prohibition from Teaching Checks**

- 5.2.10.1. A new starter who is being offered a role to carry out teaching work will require an additional check to establish whether they are prohibited from teaching or whether they are subject to an interim Prohibition Order. Where an individual is prohibited they must not be appointed to a role that involves teaching work.
- 5.2.10.2. A 'Prohibition from Teaching' check indicates whether there are any permanent or interim prohibitions, sanctions and/or restrictions that might prevent the candidate from being employed in certain roles. The check also indicates whether a new starter has Qualified Teacher Status (QTS), Qualified Teacher Learning and Skills (QTLS) or whether they have completed their teacher induction, if applicable.
- 5.2.10.3. A 'Prohibition from Teaching Check' must be undertaken by the campus using the 'Teacher Services' website.
- 5.2.10.4. This check should be undertaken for all staff and volunteers who are involved in teaching work or supervising classes.
- 5.2.10.5. Where new staff may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current, this will be checked also via the Teacher Services website and a note of that check recorded on file.
- 5.2.10.6. For teachers, the teacher number should be used, the teacher should be 'claimed' on the Employer Access Portal and the teacher report printed. For those without a teacher reference number, the list of Prohibited Teachers should be checked, and a record kept to show they are not on the list (names on either side of where their name would be should be blacked out, and only letters exposed from names on either side of the space where their name would be). The register of those not passing Induction should also be checked and evidence retained. Maiden or previous surnames should also be checked where appropriate.
- 5.2.10.7. A record of the check being undertaken must be entered on the SCR and evidence of the check should be retained on the staff file.

#### **5.2.11. Section 128 Prohibition from the Management of Independent Schools Check**

- 5.2.11.1. The Section 128 check (of the Education and Skills Act 2008) checks whether an individual has been prohibited from the management of schools. This check can be carried out via an appropriate DBS check where a new DBS is being requested, however the Employer Access Portal must be used for this check, with a copy made of the list to show the person is not on it.



5.2.11.2. This check should be carried out and recorded on the SCR for all staff employed externally or internally in roles where they are considered as having management responsibilities. Such roles include members of the Campus Administration team, Campus and District Principals, Senior Leadership Team members, Curriculum and department Leaders and those roles with a national remit, amongst others. Further advice can be sought from HR.

### **5.3. Induction**

5.3.1. All new staff will be required to undertake induction training. This will include:

- Safeguarding & Child Protection Policy (including role of the DSL and Children Missing Education (CME) guidance)
- Ethos, Values and Guiding Principles
- ICT & E-Safety Policy
- KCSIE part one (all staff)
- KCSIE Annex A (leaders and those who work directly with children)
- Behaviour Management Policy
- Staff Code of Conduct (including whistleblowing, acceptable use of IT, staff/student relationships and guidance on social media usage)
- Staff Handbook
- All other appropriate policies and procedures for OSG UK in line with those set out in the OSG UK Probation Policy and process.
- In addition staff will also receive health and safety training

5.3.2. A personal HR file checklist will be used to track and audit paperwork obtained in accordance with Safer Recruitment guidelines. This checklist will be retained on personal files (Appendix 1).

5.3.3. A written induction checklist(s) for each role an employee undertakes should be completed and retained on file. New staff will be enrolled on the appropriate induction.

5.3.4. An appropriate manager will be allocated to oversee the probation process and documentation with the new starter within the first few days of employment. This will be the Campus/District Principal or other Senior Leader delegated to this duty.

### **5.4. Probationary Period**

5.4.1. All staff will be subject to a probationary period at the start of their employment. The purpose of the probation is for the employee and the employer to decide if the recruitment is a best fit. The criteria for passing the probation period is generally that the employee is completing the duties of the job description to a satisfactory level.

5.4.2. Further information can be found in the Probation Policy.

### **5.5. Record retention & data protection**

5.5.1. Interview notes on unsuccessful applicants will be retained for a period of 6 months after which time the notes will be destroyed via confidential shredding. The 6 month retention period is in accordance with the Data Protection Act 2018 (DPA 2018) and will also allow the Campus to deal with any data access requests, recruitment complaints or to respond to any complaints made to an employment tribunal.

5.5.2. Interview notes, assessments and evidence of pre-employment checks will be retained on the employee's file in accordance with DPA 2018.

## **5.6. Ongoing employment**

5.6.1. It is recognised that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The Campus will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure, Continuing Professional Development programme, and through ongoing staff training.

## **5.7. Monitoring**

5.7.1. The Regional Principal and HR Business Partner are responsible for ensuring that this policy is monitored and evaluated throughout the Campus.

## **5.8. Leaving employment**

5.8.1. Staff leaving employment may be invited to attend an exit interview at which time an exit questionnaire will be completed by the employee and the Campus/District Principal or other appropriate person.

5.8.2. The information provided will be used for monitoring purposes; where a review of exit interview data is used the information provided would be reported upon anonymously. The exit interview form will be included on the individual's post-employment personnel file.

## **5.9. Contractors**

5.9.1. The Campus should check that any staff employed by contractors, which may include catering and cleaning staff, have been subject to all pre-employment checks as per safer recruitment requirements in relation to working within the school setting. This confirmation should be from the employer of the contractor/s, should be in writing and should be retained for inspection purposes.

5.9.2. Campuses must follow the guidance as set out in the Contractors (Non-Employed Staff) policy.

## **5.10. Volunteers**

5.10.1. Where volunteers are recruited or engaged with to work with OSGUK, campuses should follow the guidance within the OSGUK Volunteers policy.

5.10.2. The range of checks carried out on volunteers will depend upon the role that the volunteer is to fulfil and whether the role entails working in regulated activity (e.g. an example would be working unsupervised with children) or whether the role is working with students in a supervised manner (not classed as regulated activity). Further details can be found in the OSGUK Volunteers policy.

## **5.11. Visiting Speakers**

5.11.1. Where visiting speakers are invited by staff or students campuses must refer to the guidance within the Contractors (Non-Employed Staff) Policy to ensure that speakers are suitable and appropriately supervised. Where a visiting speaker attends regularly details of the suitability checks must be recorded on the SCR.

## **5.12. Agency workers as temporary supply staff**

- 5.12.1. The template letter of assurance at Appendix 5 of this policy should be used at the outset of engaging with the employment agency, in some cases central HR will have copies of the completed letters of assurance. The letter of assurance is different to the 'written confirmation of checks' that agencies must provide for each agency worker.
- 5.12.2. The letter of assurance provides evidence that the agency performs the necessary pre-employment checks on the agency workers it provides for work in school settings. Letters of assurance should be completed by each agency that the Campus uses for temporary and 'temporary-to-permanent' staffing. Where agencies decline to provide such a letter, or another letter which covers every required check, the agency should not be used and advice should be sought from HR.
- 5.12.3. Prior to the placement of any agency worker at the Campus written confirmation is required from a supply agency that it has satisfactorily completed all relevant checks for the particular worker to the level required for the post that they are to work in. This must include confirmation that an appropriate level of enhanced DBS/criminal record check with Children's Barred List check (aka List 99) has been carried out if the work is regulated activity; confirmation of whether the DBS contains a disclosure or any information must also be provided. The DBS must correspond to membership of the DBS update service or not be more than three months old by the date that the worker is due to begin to work at the Campus (where the DBS for the agency worker does not meet these criteria, advice must be sought from HR and the agency must be asked to provide a new Barred List check). Appendix 6 can be used to document that the agency worker has been assessed as suitable for the placement.
- 5.12.4. The agency must provide to the Campus the following documents ahead of commencement:
- Written/email confirmation that all relevant recruitment paperwork and pre-employment checks are in place for the agency worker, with the checks and their outcomes clearly listed and evidence of those checks should also be provided (see 5.10.5 below)
  - copy of the DBS certificate (or its equivalent where the agency work is conducted in Scotland or Northern Ireland)
  - copy of the worker's photographic identification.
- 5.12.5. The written confirmation should document detail of the following checks having been undertaken for the particular agency worker and whether the outcomes were suitable or satisfactory:
- Confirmation that an appropriate DBS/criminal record check has been undertaken, including the date of the check, the authority requesting the check, confirmation that the check was at an enhanced level and whether a check of the Children's Barred list was included. Alternatively, where the agency worker subscribes to the DBS online update service the agency should confirm that they have seen the corresponding enhanced DBS certificate, they have checked the update service and the agency should detail whether there were any changes to the certificate indicated by the online update. Where there were changes a new DBS should be applied for by the agency. Any DBS provided by an employment business should not be more than 3 months old at the date the work is due to start, unless the DBS being reported upon is linked to an active subscription of the DBS online update service. Where an agency worker is being presented for work by an agency and their DBS does not meet these criteria, advice must be sought from HR.
  - That a Children's Barred list check has been undertaken (where the DBS has not been requested by the same agency);
  - That where the worker has lived outside the United Kingdom, and obtaining a DBS/appropriate criminal record certificate is not sufficient to establish the person's suitability to work in a school the agency must have obtained such further

checks as appropriate, having regard to any guidance issued by the Secretary of State and where relevant guidance from the National Assembly for Wales;

- That the worker's identity was checked;
- The worker's right to work in the UK has been checked;
- That a check was made to establish whether the worker was prohibited from being involved in the management of an independent school under Section 128;
- That a check was made to establish whether the worker has/is prohibited from teaching, has a disqualification, or has a restriction placed upon them;
- That the worker has been checked for any prohibition order or interim prohibition order, and the outcome and the date that this check was made.
- That the worker's qualifications have been checked;
- That the workers employment history has been checked with at least two suitable references having been requested and received;
- That the worker's physical and mental fitness for the role has been confirmed

5.12.6. The agency worker on their first day should provide original copies of their criminal record check that corresponds to that which the agency have reported upon, and their photographic identification document. The Campus should record on the SCR that these original items have been seen and note that appropriate written confirmation was received from the agency.

5.12.7. A record of the checks for supply staff will be included in the SCR and a copy of the written confirmation from the agency, along with Appendix 6 completed should be kept on file for an appropriate and proportionate amount of time. Any such information would be treated as confidential and a documented risk assessment conducted where necessary in the event of a positive disclosure.

5.12.8. Identity checks must be carried out to confirm that an individual arriving at the Campus is the individual whom the agency has referred, and that any notes provided on the DBS of previous cautions or convictions are acceptable for the individual to be working within the Campus. This decision will be taken by the Campus/District Principal, the Regional Principal and the Head of HR. Any such information would be treated as confidential and a documented risk assessment conducted where necessary in the event of a positive disclosure.

### **5.13. Recruiting Agency Workers into paid employment**

5.13.1. Whether agency workers have worked on supply at the Campus, or whether they have been put forward as a candidate for a vacant role, must go through the same interview and assessment process as they would if they were a direct applicant.

5.13.2. When employing agency workers who have been working in a supply role, or where employment agencies have put forward candidates for vacancies which lead to a conditional offer of employment being made, the Campus must undertake its own pre-employment checks as outlined in section 5.2 of this policy. Prior to the start date of employment and prior to the offer of employment becoming 'unconditional', satisfactory results for each of the checks must be received by the Campus, and the Campus must have carried out any risk assessments deemed necessary in relation to any of the pre-employment checks (e.g. any adverse results of any pre-employment checks).

5.13.3. Where staff are being recruited directly from an agency, prior advice should be sought from HR in relation to the candidate placement terms and conditions which the agency put forward, prior to the discussion of any offer of employment.

#### **5.14. Reasonable adjustments for the Recruitment and Selection process**

5.14.1. The Equality Act 2010 makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process.

## **6. PROCEDURES**

**The following procedures and practices are in place to ensure the safe recruitment of staff and to ensure equality of opportunity.**

### **6.1. Advertising and the initial process of recruiting**

#### **Advertising**

6.1.1. The Campus will generally advertise vacant posts to encourage as wide a field of applicants as possible. This can involve internal and external advertisement in relevant local and national publications or websites, including the OSGUK website and the Campus' own website. Any advertisement will include a clear statement of the OSGUK commitment to safeguarding and promoting the welfare of children.

6.1.2. Where an advert contains an informal contact point, this shall be for the purpose of expanding on the job details and requirements; it is not an informal selection procedure.

#### **Job Description & Person Specification**

6.1.3. The job description outlines the general nature of the post including the main duties and responsibilities. The person specification outlines the qualifications, knowledge, attributes and skills required to undertake the role and it is these criteria that are scrutinised at the short-listing and during the interview process.

### **6.2. Application pack**

6.2.1. Prospective applicants are supplied with:

- acknowledging covering email or letter
- application form
- job description and person specification
- Access to a copy of the Rehabilitation of Offenders/Recruitment of ex-Offenders Policy

6.2.2. Where candidates apply for any of the Campus vacancies online (e.g. via TES) the above items are made available electronically.

6.2.3. All applicants for employment are required to complete the Campus application form (or the online application form via TES) before their application can be considered. This form contains questions about academic achievements, qualifications and requests the full employment history. All applicants are required to account for any gaps or discrepancies in employment history and provide reasons for moving between posts. CVs without an application form will not be accepted.

6.2.4. The application form includes the applicant's declaration regarding convictions and working with children, and makes it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

6.2.5. Where application forms are completed and submitted electronically, in the event of being invited to interview candidates will be asked to sign their application form at the declaration sections.

6.2.6. All applicants will be made aware that providing false information is an offence and could result in the application being rejected, a conditional offer withdrawn or summary dismissal if the applicant has been selected. It may result in possible referral to the Police and/or other professional regulatory bodies.

### **6.3. Received applications and short-listing**

#### **Handling applications & gaps in employment history**

- 6.3.1. Applications submitted online will receive an acknowledgement email from the central HR team.
- 6.3.2. The central HR team will be responsible for collating a list of all applications as they arrive.
- 6.3.3. All applications should be initially scrutinised by a member of the central HR team who has completed safer recruitment training. Any applicant who has not completed OSGUK application form in full will be asked to do so if they wish to have their application considered further. Once applications are screened they are sent on to the Campus from central HR.
- 6.3.4. All those involved in the short-listing process have a responsibility to scrutinise the application forms carefully. In addition to judging the application against the criteria for the post, anyone noticing an anomaly should make a written note to that effect.
- 6.3.5. Staff shortlisting the applications have specific responsibility for ensuring that a thorough scrutiny of the application has taken place, as per safer recruitment guidelines, prior to the interview. This should include a month-by-month record of employment since leaving school to the present date. Any gaps in employment should be noted and followed up either immediately before or at interview. This scrutiny will form part of the specific questions regarding safeguarding during the formal interview process.
- 6.3.6. Any gaps in employment noted within the short-listing process need to be raised and recorded with the candidate during the formal interview. A record of their responses must be included in the record of events.

### **6.4. Shortlisting**

- 6.4.1. Shortlisting should be carried out by the interview panel members which will consist of at least two if not three individuals, who have appropriate authority, at least one of whom should have successfully completed 'Safer Recruitment' training.
- 6.4.2. The shortlisting panel will independently scrutinise applications further using a selection matrix when necessary (a simple format, objectively cross-referencing candidates against the criteria in the job description and the person specification). Where a panel member knows any of the applicants who have applied this should be declared before or during the shortlisting process.
- 6.4.3. In addition to judging the application form against the person specification criteria for the post, anyone noticing an anomaly in the information provided will make a written note to that effect to be followed up at interview if applicable.
- 6.4.4. The final shortlist will be drawn up by the panel at a shortlisting meeting. In the case of a teaching vacancy this meeting will normally be chaired by the Campus/District Principal, or the Regional Principal where involved and include the relevant line manager or HRBP.
- 6.4.5. The shortlisting meeting normally takes place within five days of the closing deadline. All those involved in the interview process should attend this meeting whenever possible. Those unable to do so should send written recommendations to this meeting on the selection matrix.

6.4.6. Unsuccessful shortlisted candidates are generally not contacted, and this is stated at the time of application.

## 6.5. References

6.5.1. This section should be read in conjunction with section 5.2.8 above.

6.5.2. Reference should be received and scrutinised prior to the interview date.

6.5.3. Referees are sent the following by the central HR team:

- standard reference request letter
- a copy of the job description
- template reference form, which should be completed in addition to any written reference provided.
- All references received from educational establishments must be signed or countersigned by the Head Teacher of the issuing organisation.
- All references received must be checked and verified by the Campus/District Principal through contacting the referee directly to ensure that there is no incomplete or contradictory information. Records of the discussion/s should be retained, and any discrepancies or anomalies should be clarified where possible; should there be outstanding concerns following the verification conversation advice should be sought from the Regional Principal and HRBP.
- Any detail of previous allegations or disciplinary action, along with any other information from pre-employment checks, will be objectively assessed in consultation with the RP and HR and will inform any decision made regarding the candidate's suitability for the role.
- No employment can commence until all references relating to the successful candidate have been received and validated.

6.5.4. Where the information provided within the reference is incompatible with that provided by the candidate, queries should also be raised with the candidate at the earliest opportunity.

6.5.5. In cases where there have been previous allegations or disciplinary action taken, an objective assessment of any such information should be made, taking into account any other information from the pre-employment checks and information where necessary from the applicant. Advice should be sought from HR in making the objective assessment and a decision made regarding the candidate's suitability for the role. The National Leadership Team (NLT) must approve any decision regarding the offer of employment.

## 6.6. Interview process

6.6.1. All short-listed candidates should be contacted by the Campus by telephone and/or email to invite them to attend an interview. Where candidates have detailed that they require any 'reasonable adjustments' or 'access requirements' to support them in participating in the recruitment and selection process, this should be discussed in advance of the interview and any assessment. Advice can be sought from the HR team on this matter as required.

6.6.2. Where the interview is for a senior member of staff, a member of the NLT must be present.

6.6.3. Where a panel member knows any of the candidates being interviewed, this should be declared prior to interview.

## 6.7. Interview Expenses

6.7.1. It is not OSGUK practice to reimburse travel, accommodation or other expenses and costs incurred by candidates who are attending assessment and interview.

## 6.8. Invite to Interview pack

6.8.1. The 'Invite to Interview' pack should contain:

- interview email or letter, detailing identification paperwork required, qualification certificates that should be provided on the day of interview.
- the interview programme of the day, including any information about any lesson to be taught in the case of any interviews for teaching positions and details of any appropriate test or assessment which may be required
- Campus site map, directions and parking details

6.8.2. The Campus does not generally offer telephone interviews, although video conference may be appropriate in exceptional circumstances.

## 6.9. Interview programme

6.9.1. The interview process should objectively explore the applicant's suitability for the role and their ability to carry out the job description and meet the person specification.

6.9.2. The programme normally includes:

- tour of the department or area that the individual is going to work within
- lesson observation (for teaching posts, usually observed by an appropriate SLT member, Head of Department or Campus/District Principal)
- a test relevant to the post (usually for support staff)
- a student panel
- ideally 'meet and greet' from the Campus/District Principal and CA Team
- For senior posts, further specific assessment activities will usually be set
- For senior campus leadership posts or national leadership roles a separate safeguarding interview will usually take place

6.9.3. Teaching a lesson is an essential aspect of the process for making a teaching appointment. Information will be supplied to the teaching candidate ahead of the interview day providing the context and content of the lesson to be taught. Candidates are given the opportunity to ask any questions they may have about this aspect of the interview process.

6.9.4. Each interview process must include at least one person who has successfully undergone Safer Recruitment training (e.g. the Campus/District Principal, RP, member of the Campus administration team) within the last two years.

6.9.5. Interviews will be conducted in a professional manner. Interviewers should ensure that they are familiar with the Job Description and Person Specification for the post.

6.9.6. Core questions to assess the suitability of the candidate to undertake the role will be asked of all candidates. These questions will be agreed by the panel prior to interview, as well as any specific questions relating to an individual's application. The panel should be careful to not ask discriminatory questions or questions about a person's personal circumstances which are not related to the post.

## 6.10. During the interview



6.10.1. The interview panel will always require that candidates:

- explain satisfactorily any gaps in employment or significant periods of time working or living abroad
- explain satisfactorily any anomalies or discrepancies in the information available to the interview panel.
- declare any information that is likely to appear on any enhanced criminal record disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people
- demonstrate their attitude towards children and young people.

6.10.2. The template questions and answer sheet should be used to make notes of responses and of any questions asked by the interviewee during the interview. As a minimum, at least one question should assess candidate's understanding and application of School Safeguarding legislation relating to the region of their school and their role.

6.10.3. Candidates should be made aware that if successful any offer of employment would be conditional until satisfactory results of the pre-employment checks are received and the probation period passed.

6.10.4. During the interview process relevant qualifications and forms of identification etc. will be scrutinised and checked by the panel. Copies of relevant documents will be taken and they will be verified, dated and initialled by the Chair of the Panel to show that originals have been seen and copied.

6.10.5. Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case at the end of the interview process. This information should be used to objectively risk assess to establish the suitability of a candidate for the role available.

## **6.11. Candidate selection**

### **Final selection meeting /discussion**

6.11.1. This is held by the panel members as soon as possible after the interviews have ended. A record of the decision-making to appoint should be noted, to ensure that there is a record to provide feedback to the unsuccessful candidate/s if required.

6.11.2. Panel members must bring any notes they have made with them (including lesson observations if applicable); these are collected and stored with the application file at the end of the process. All notes are stored for a minimum of 6 months. Notes regarding the successful candidate are transferred to their personnel file.

## **6.12. Communicating the outcome**

6.12.1. Once the panel has agreed on the outcome and successful candidate a T6 needs to be raised by the Campus Principal and sent to the Cluster Business Manager. The CBM will gain approval from the Regional Principal and then send on to central HR who will take this to NLT for sign off.

6.12.2. Once signed off, a draft conditional offer letter and contract of employment will be prepared and sent to the campus for final approval.

6.12.3. Only after approval, can the Campus/District Principal or designated person with authority make a verbal offer of employment should contact the successful candidate as soon as possible.

6.12.4. Any verbal and/or written offers must state that it is a conditional offer of employment and remains subject to the receipt of all satisfactory pre-employment checks and therefore compliance with safer recruitment protocol. When the successful candidate has accepted the role, regrets will be given to candidates who were unsuccessful at interview by the campus.

6.12.5. Should the successful candidate decline the offer of employment, the interview panel must reconvene to consider any reserve candidates.

### 6.13. Unconditional Offer of employment

6.13.1. The offer of employment only becomes unconditional at the point where all pre-employment checks have been received, verified and deemed satisfactory, and the employee has passed their probation period. Prior to this stage the offer remains conditional.

## 7. LEGISLATION / GUIDELINES

Keeping Children Safe in Education 2020

Department for Education: Staffing and employment advice for schools – October 2018

Parts 3 and 4 of The Education (Independent School Standards) Regulations 2014

The Equality Act 2010

ISI Commentary on the Regulatory Requirements September 2020

## 8. APPENDICES

Appendix 1 – Staff Pre-employment Checks Record

Appendix 2 – Record of Criminal Record Check

Appendix 3 – Record of Online DBS check completed

Appendix 4 – Agency template letter of assurance

Appendix 5 – Agency Worker Checklist

## VERSION CONTROL

Policy Code	Date	Version No.	Nature of Change
QSC/41	September 2020	5.0	Updated Policy
QSC/41	January 2021	5.1	Minor updates clarifying various details surrounding ID checks, references & qualifications.  Removal of EEA checks following Brexit  Clarification about communicating the outcome of an interview

