



The
Westminster
School



School Safer Recruitment Policy 2017/2018

Safe Happy and Learning Together
*Building foundations and providing
opportunities to create confident,
aspirational and independent members of
our community.*

Approved by Governing Body on:

09/11/17

Signed by Chair of Governors:

Ken Ols

Head Teacher:

C A Hill BEd NPQH

Lead Personnel:

J Clarke

Date of Review:

09/11/18

1. Introduction

The Westminster School (TWS) is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, site staff, personnel from alternative providers and 3rd party contractors to share this commitment.

TWS is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment. This continues the School's vision of Safe, Happy and Learning.

When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training. This training is provided by a recognised training provider with the relevant skill sets and expertise to deliver topics pertinent to the qualification obtained on completion.

All staff employed at TWS, including volunteers, casual staff, and university and college students will be required to undertake an enhanced DBS and Barring Check. This is renewed in line with Sandwell Local Authority Guidelines on a three-year cycle.

The School takes bullying extremely seriously. Everyone in School has the right to be treated with respect and this is reflected in the teaching of British Values and promotion of SHALT (Safe, Happy and Learning Together). We recognise the damage it can cause to the education of the victim, the perpetrator and the pupil body as a whole. We are also aware of the impact that bullying can have on the home and the immediate family. We are committed to challenging the assumption that bullying is inevitable.

2. Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

3. Job and Person Specification

For every vacancy a job and person specification will be written and approved by the Head Teacher. Each role is tailored to take into account the following:

- General Professional Duties and Responsibilities
- Knowledge and Understanding
- Planning, Teaching and Classroom Management
- Sickness Absence and Disability
- Qualifications
- Experience
- Disposition
- Practical and Intellectual Skills
- Other Professional Requirements

- Legal and Legislative Requirements (e.g. Enhanced DBS and Barring Check, Criminal Convictions, Childcare Disqualification Declaration and other pre-employment checks relevant to Sandwell Council Safer Recruitment Policy).

4. Job Advertisement

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible. The exception to this is where internal applicants are required due to budgetary challenges.

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS check and a Childcare Staff Disqualification Declaration Disclosure.

5. School and Job Information Pack

All interested applicants will be provided with an application form, job description and person specification and signposting to the school handbook, most recent inspection report and copies of the Child Protection and Safeguarding Policy and Safer Recruitment Policy.

6. Shortlisting and References

- All applicants for any post within the school will be required to complete an application form - a curriculum vitae will not be accepted.
- Incomplete applications will not be accepted, and may be returned for completion.
- Short listing will be undertaken by the appropriate sub-committee.
- A list of the potential shortlisting candidates will be provided and any relationships between candidates and a member of the sub-committee disclosed immediately.
- All applications will be looked at in detail and scrutinised by at least two members of SLT or the Governing Board.
- Applicants will be shortlisted for the post if they meet the particulars of the job description and person specification.
- Immediately after shortlisting, references will be sent for those candidates identified.
- All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children.
- References will not be accepted by relatives or friends.
- Open references and testimonials will not be accepted.
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any

details of allegations/concerns/bad behaviour relating to the safety and welfare of children (see appendix 1).

- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- The HR provider or other nominated person will inform those shortlisted immediately after the shortlisting process has taken place. Unsuccessful applicants will not always be informed due to the potential volume of applications the school may experience.

Shortlisted candidates will be sent:

- detailed documentation of the interview process
- directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- Also, they will be informed if they will have to undertake skill tests as part of the interview.

7. The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview may consist of an activity, informal meetings with the Governing Board and representatives from the Local Authority, a meeting with the School Council and a Professional Interview.
- Teaching posts will require a short micro-teach and Classroom Support Staff posts will be required to support a class for a period of time.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people. This is to be assessed through specific Child Protection and Safeguarding questions coupled with e-Safety questions.
- During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people
- verification of the candidate's identity
- Barred list check obtained if candidate is to start prior to DBS clearance;
- Enhanced DBS Disclosure (with list checks)
- EEA Check (Teacher Services Restrictions)

- verification of the candidate’s medical fitness
- verification of professional status e.g. QTS, NPQH
- teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);
- non-teaching posts will require satisfactory completion of the probationary period unless this has already been achieved through another Metropolitan Council or similar.
- Childcare Disqualification Declaration
- Where a candidate is from overseas, Barred List information and DBS disclosures will be completed.

Volunteers will be subject to the same vetting procedures to that of a permanent member of staff.

Governors will be subject to a similar vetting procedure to that of permanent staff. The only material difference is that Governors will be requested to complete an Enhanced DBS check (without barring list checks). This follows guidance from DfE “Keeping Children Safe in Education” (September 2016).

8. Single Central Record

There is a Single Central Register kept in school detailing every member of staff, volunteer, 3rd party contractor and governor. This record is maintained by the Business Manager and School’s DSP and is reviewed at the start of each half term.

There are 8 sections to the Single Central Record:

1. All School Employees
2. Governors
3. Volunteers
4. On-Site Contractors (Facilities, Cleaning, Catering, ICT)
5. Supply staff - details of compliance information relating to qualifications, DBS checks and ID checks are contained within the SCR.
6. Taxi Drivers and Escorts
7. Personnel from Regular External Agency Support
8. Personnel from Ad-Hoc External Agency Support

Each section is duplicated to archive the details of leavers.

Please see appendix 2 for a copy of the headings contained with the TWS SCR. This follows the guidance from “Inspecting safeguarding in early years, education and skills setting” document (Ofsted, Reference 150067, June 2015).

- Copies of the Child Protection and Safeguarding Policies (appendix 3) and Safer Recruitment Policies will be obtained from 3rd party contractors to ensure compliance with the School’s Safer Recruitment Policy.

- During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared by the Designated Safeguarding Person and a copy of the school's Child Protection and Safeguarding Policy is provided.
- The monitoring of the recruitment process, induction arrangements and the Single Central will be carried out by the Governing Board of TWS. The Single Central Record will be verified and signed by the Chair of the Governing Board each term.

Reports will be produced on a monthly basis that monitor the expiry of the DBS certificate for all personnel in the school. This report is monitored and produced by SIPS HR and the DBS renewals are completed in line with Sandwell LEA HR Guidance every three years.

Identity checks of employees are completed during the recruitment and interview process and are recorded in the Single Central Record. Identity checks are updated when the DBS renewal is conducted every three years and are recorded on the Single Central Record. A copy of all documents used to verify the successful candidate's identity and qualifications will be retained on their personnel file.

9. Further reading and other Policy information

It is important that this policy is read in conjunction with the school's Child Protection Policy and Guidance.

Where supply staff are used, compliance checks will be made ensuring that agencies provide written evidence of in date enhanced DBS.

Appendix 1

The Westminster School Reference Request Template

Appendix 2

The Westminster School SCR Headings.

Appendix 3

The Westminster School Child Protection and Safeguarding Policy. - Please refer to policy

Appendix 4

SIPS HR Pre-employment Checklist

Appendix 5

SIPS HR Fully Cleared Memo

Appendix 1

The Westminster School Reference Request Template



The
Westminster
School

Reference Request

The Westminster School
Curral Road
Rowley Regis
West Midlands
B65 9AN

Date:

Please ask for: Oliver Flowers

Telephone: 0121 561 6884

Fax: 0121 561 6885

Your co-operation in completing and returning the enclosed forms as soon as possible would be appreciated.

Appointment of:

Name:

Address:

The above named is an applicant for the post stated and has given your name as a referee.

A Job Description and Personnel Specification, relating to the post are enclosed and I should be grateful if you would advise me as to whether you consider the applicant to be suitably experienced to fulfil the requirements of this post.

I have enclosed a pro-forma for your reply, and a prepaid addressed envelope.

Please note that all school based posts are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 and I would therefore ask you to reveal information on any convictions that the applicant may have.

May I thank you in advance for your assistance.

Yours sincerely

Mrs C Hill
Head Teacher

Sandwell Metropolitan Borough Council

Private and
Confidential

Reference Request

The information that you provide will normally be disclosed to the applicant, should they request to see their references under the provisions of the Data Protection Act 1998. If you have any concerns about providing a reference under such circumstances, please contact the officer dealing with this request on the telephone number on the accompanying letter.

Section A

Name of
applicant: _____

Position held by
applicant: _____

From: _____ To: _____

Applicant's present
salary: _____

In what capacity have you known the
applicant? _____

How long have you known the
applicant? _____

Reason for
leaving: _____

Signature:

Date:

Name:

Position:

Tel No:

Company Address (if applicable):

Name of Applicant: _____

Section B

Please indicate the applicant's performance in the following areas:-

Please use the space below to comment further on your ratings.

Please tick appropriately

V Good	Good	Average	Poor	V Poor
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Attendance

--	--	--	--	--

Comments: _____

Quality of Work

--	--	--	--	--

Comments: _____

Attitude to Supervision

--	--	--	--	--

Comments: _____

Relationship with Colleagues

--	--	--	--	--

Comments: _____

Continued...

Please tick appropriately:

V Good	Good	Average	Poor	V Poor
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Flexibility

--	--	--	--	--

Comments: _____

Timekeeping

--	--	--	--	--

Comments: _____

Honesty

--	--	--	--	--

Comments: _____

Any further comments regarding the above:-

Name of Applicant: _____

Please give details of any current disciplinary warnings or outstanding disciplinary issues pending, including the nature of the offence/alleged offence and sanction given. Please include details of any disciplinary procedures the applicant has been subject to involving issues related to the Safety and Welfare of children, young people or vulnerable adults, including any in which the disciplinary sanction has expired. If there are none, please state "None".

Please give details of any allegations or concerns that have been raised about the applicant that relate to the Safety and Welfare of children, young people or vulnerable adults or behaviour towards children, young people or vulnerable adults. If there are none, please state "None".

Please give details of the outcome of those concerns, for example, were the allegations/ concerns investigated? What conclusion was reached? How was the matter resolved?

Are you completely satisfied that the candidate is suitable to work with children?

If not, please give specific details of your concerns and the reasons why you believe the candidate might be unsuitable.

To your knowledge, does the applicant have a criminal record?

For Teaching Posts only:

In accordance with School Staffing (England) (Amendment) Regulations 2012 please advise whether or not the member of staff has, in the preceding two years, been the subject of the Capability Procedures established by the governing body in accordance with regulation 8 and, if so, please provide details of the concerns which gave rise to this, the duration of the proceedings and their outcome.

Would you re-employ?

Yes		No	
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Please give any other information that may help us concerning the possible employment of this applicant?

Signature:	Date:
Name:	Tel No:

Appendix 2

The Westminster School SCR Headings.

ID Checks

- Name
- Address
- Date of Birth
- Address ID seen by and date
- Photo ID seen by and date
- Date started with School
- Position held

Prohibition from Teaching Check

- Check required (Yes/ No)
- Date of check
- Check undertaken by

Qualifications and Registration

- Teaching qualifications required (Yes/No)
- If required, teaching qualifications evidenced
- Teacher Reference Number
- If required, date teaching qualifications seen
- If required, date teaching agency reference seen

Vetting Checks

- Disclosure Number
- DBS date of issue
- DBS date of expiry
- DBS checked by and date
- Countersignatory
- Barred list checked by and date
- Overseas Police check required (Yes/No)
- Overseas Check made by and date
- EEA Check required (Yes/No)
- EEA check made by and date
- Risk assessment (Yes/No)
- Risk assessment date
- Childcare disqualification check completed and date

Right to work in the UK Check

- Evidence seen
- Evidence seen by and date

Appendix 4

SIPS PRE-EMPLOYMENT CHECKLIST

PRE-EMPLOYMENT CHECKLIST

Surname:	Forenames:	Mr/Mrs/Miss/Ms/Dr
Appointment of:		TRN Number:
Location:		
Manager's Name:		
Permanent/Temporary	End Date:	Internal/External

Checks Completed	Date Sent	Date Cleared/Rec'd	Initials	Spreadsheet Updated
Added to New Starter Spreadsheet				
Provisional Offer Pack sent				
Application Form Signed				
Medical Sent to Occupational Health				
Reference 1 (Name)				
Telephone Verification Received (Shenstone only):				
Accepted by Manager: Y / N				
Reference 2 (Name)				
Telephone Verification Received (Shenstone Only):				
Accepted by Manager: Y / N				
A&I Cleared: Y / N Docs Seen:				
Does the post require a DBS? Y / N				
Does the post require 5128 management check? Y/N				
DBS Appointment Made				
Date Sent:				
DBS Disclosure number:				
DBS Date of Issue:				
Overseas check required: Y / N				
Child Care Disqualification: Y / N				
Qualifications Received and copied (where applicable)				
Teacher Qualification – Class of Degree				
QTS Date:				
QTS and Prohibition Checked:				
EEA Check Completed:				
Transfer of Service Y / N From:				
Bank Details and Pension Form Received:				
Manager Informed Applicant is Cleared:				



Appendix 5 - Full Cleared Memo

MEMORANDUM

FROM: Zoe Perry TO: Christine Hill
 TEL: 0121 296 3011 DATE:

Name	
<i>Post Title</i>	

I am pleased to advise you that the above named person is now fully cleared. Please contact them to arrange a mutually convenient start date. Please confirm the start date in writing.

TYPE	CLEARED ON
<i>Medical</i>	
Reference 1 Received	
Reference 2 Received	
Asylum & Immigration Cleared	
Asylum & Immigration - Document Seen	
DBS Disclosure No. - Enhanced	
DBS Disclosure Date of issue	
DBS Identity Check - Documents Seen	
DBS - Date Documents Checked	
DBS - Documents seen by	
DBS - Name of countersignatory	
Child Care Disqualification Declaration	
QTS Date	
(TA) NCTL Teacher Registered and not subject to a prohibition/interim Prohibition order - Date confirmed	
Class of Degree	

I must point out that any start date agreed, must take into consideration Payroll lockout. This information must reach SIPS HR **BEFORE** the 1st of the month in order for the employee to be paid for that month's payroll. Failure to meet this deadline will result in the employee not being paid until the following month's payroll.

Please also note that, should you not appoint this person within the next three months, then their clearances will become invalid and you will need to either renew the clearances or remove the details from the computer.

If you require any further assistance, please do not hesitate to contact me on the above number.

Zoe Perry
Senior Transactional HR Consultant