



## Safer-Recruitment and Selection: Policy and Procedure

### 1. Aims and Vision

- 1.1 This recruitment and selection policy has been produced in line with the Department for Education (DfE) guidance, 'Keeping Children Safe in Education' and applies to all sections of the College. Its purpose is to ensure the practice of 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 demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.
- 1.2 The College is committed to recruiting and retaining the best possible employees who will positively contribute to providing a valuable service. A motivated workforce with appropriate experience and ability to do the job is critical to the College's performance and fundamental to the delivery of a high-quality service.
- 1.3 The recruitment process will identify the person best suited to the job based on the applicant's abilities, qualifications and experience, measured against the job description and person specification.

### 2. Equal Opportunities

- 2.1 The College is committed to providing the quality of opportunity for all and ensuring that all stages of recruitment are fair. Shortlisting, interviewing and selection will always be carried out without regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave or trade union membership.
- 2.2 All candidates must meet the essential selection criteria and be able to perform the duties which are intrinsic to the role. Reasonable adjustments will be considered in discussions with the candidate as appropriate. Reasonable adjustments to the recruitment process will be made to ensure that all applicants are treated equally and given a fair opportunity.

### 3. Roles and Responsibilities

- 3.1 It is the responsibility of the Board of Directors to ensure the school has effective policies and procedures in place for recruitment of all staff, contractors, volunteers and agency workers in accordance with legal requirements and guidance and monitor compliance.
- 3.2 It is the responsibility of the Principal and others involved in recruitment to ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out on all staff, contractors who work at the school, agency workers and volunteers before the work or volunteering commences. Responsibilities also include monitoring contractors' and agencies' compliance with this document and promoting the welfare of children and young people at every stage of the procedure.
- 3.3 All line managers should be aware that satisfactory enhanced DBS disclosures must be received for all new staff. The Principal, Headteacher ECJS, Bursar may authorise a new



member of staff to start work prior to receipt of a satisfactory DBS disclosure providing that:

- a) the enhanced DBS disclosure has been applied for before the start date
- b) all other checks (including references) have been completed
- c) and a written risk assessment has been conducted, with satisfactory measures put in place to supervise the new member of staff. This risk assessment must be reviewed fortnightly until the satisfactory DBS disclosure is received.

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

### **4.1 Advertising**

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

4.1.2 The College will generally advertise vacant posts to encourage as wide a field of applicants as possible. Normally this entails internal and external advertisement in relevant publications or websites, including the College's own website. Any advertisement will include a clear statement of the College's commitment to safeguarding and promoting the welfare of children.

### **4.2 Job Description**

4.2.1 The job description outlines the general nature of the post including the main duties and responsibilities and it will identify the line manager for the post. It is accompanied by the person specification (qualifications, attributes and skills required) and it is these criteria that are used as selection criteria by those scrutinising the applications.

### **4.3. Application Pack**

4.3.1 Prospective applicants are supplied with:

- a) particulars of vacancy
- b) school application form
- c) job description, person specification, selection criteria

4.3.2 The College uses its own application form. All applicants for employment are required to complete this form before their application can be considered. This form contains questions about their academic achievements and 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 will not be accepted.

4.3.3 The application form includes the applicant's declaration regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 2002.

4.3.4 All applicants will be made aware that 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 referral to the police and other professional regulatory bodies.

## 5. Received applications and short-listing

### 5.1 Handling Applications

- a) Applications submitted online will receive an acknowledgement email from the HR Coordinator.
- b) All applications should be initially scrutinised by at least one member of staff who has completed safer recruitment training. Any applicant who has not completed the College's application form in full will be asked to do so if they wish to have their application considered further.
- c) It is not the College's usual policy to allow individual visits from prospective applicants prior to short-listing or interview. In some instances, all candidates may be offered the opportunity to visit as part of the short-listing process.
- d) All those involved in the short-listing process have a responsibility to scrutinise the application forms and letters of application 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.
- e) The HR Coordinator will be responsible for collating a list of all applications as they arrive.
- f) The Principal, Headteacher ECJS or Bursar will 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 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.

### 5.2 References

5.2.1 References of applicants who meet the short-listing criteria will be taken up, where possible, before interview or as soon as possible after interview where appropriate. Referees are sent the following:

- a) standard request with the College reference form attached for completion, via email
- b) a copy of the job description

5.2.2 Referees must include the most recent employer (Headteacher for those applying for a teaching role) as well as the most recent employer who has known the candidate working with children, if relevant. Open references or references that are solely character references from close family members or friends are not acceptable, unless in exceptional circumstances (i.e. school leavers or candidates who are previously self-employed).

5.2.3 Where a reference appears inadequate or incomplete, invites further contact, or contains conflicting information, contact should be made with the person providing the reference, by a designated member of staff by telephone, to gather further information.

5.2.4 The referee's copy of the job description should not include the salary details where a



precise figure or hourly rate is included (which is often the case in teaching support posts).

## **5.3 Shortlisting**

- 5.3.1 Following the closing date, a panel will independently scrutinise applications further using a selection matrix when necessary (a simple format, cross-referencing candidates against the criteria in the job description and the person specification).
- 5.3.2 In addition to judging the application form against the 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.
- 5.3.3 The final shortlist will be drawn up by the panel at a short-listing meeting. In the case of a teaching vacancy this meeting will normally be chaired by the Principal/Headteacher ECJS or the line manager of the relevant team. In the case of support staff, it will be the relevant team leader and the Bursar.
- 5.3.4 The short-listing meeting normally takes place within five days of the closing deadline having been reached. All those involved in the interview process should attend this meeting. Those unable to do so should send written recommendations to this meeting on the selection matrix.

## **5.4 Interview Process**

- 5.4.1 All short-listed candidates are contacted by telephone or email to invite them to attend an interview and to ensure their availability. This will be completed by the HR coordinator.

## **5.5 Interview Pack**

- 5.5.1 The interview pack should contain:
  - a) the interview programme of the day, including lesson background information sheet for teaching positions and a test related to role may be required for any support staff or senior posts.
  - b) interview email or letter, detailing identification paperwork required, including qualification certificates that should be provided on the day of interview.
- 5.5.2 Tour guides are usually prefects/senior students who study the relevant subject, or it may be a member of staff.
- 5.5.3 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. If it is impossible to see a candidate teach additional questions may be added to the interview in order to explore their strategies.
- 5.5.4 The College does not generally offer telephone interviews, although Teams may be



appropriate in exceptional circumstances (for example if the applicant is abroad or during a pandemic when travel is impossible).

## 5.6 Interview Programme

5.6.1 The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

5.6.2 The programme normally includes:

- a) tour of the College, department or area that the individual is going to work within
- b) lesson (for teaching posts, usually observed by a head of faculty/department or team leader)
- c) a test relevant to post (for admin or senior staff)
- d) coffee and/or lunch with staff members of the department/associated departments.

5.6.3 Each interview process must include at least one person who has successfully undergone Safer Recruitment training (e.g. the Principal, Vice-Principal, Headteacher ECJS, Bursar or the HR Coordinator).

5.6.4 Core questions to be asked of all candidates will be agreed by all interviewers prior to interview, as well as any specific questions relating to an individual's application.

## 5.7 During the interview

5.7.1 Candidates will always be required to:

- a) explain satisfactorily any gaps in employment or significant periods of time working or living abroad
- b) explain satisfactorily any anomalies or discrepancies in the information available to the interviewers
- c) declare any information that is likely to appear on an enhanced disclosure
- d) demonstrate their capacity to safeguard and protect the welfare of children and young people by providing specific examples of previous experience or by going through the steps they would take if they haven't been in that position.

5.7.2 Notes are taken of responses and of any questions asked by the interviewee.

5.7.3 During the interview process relevant qualifications etc. will be scrutinised and checked by the HR Coordinator. Copies taken will be dated and initialled to show that originals have been seen.

5.7.4 Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstances of the individual case during the interview process.



## **5.8 Interview Expenses**

- 5.8.1 Where relevant reasonable travel expenses for travel to the interview are paid to applicants. Candidates provided with expense claim forms to complete should return them (with receipts) to the HR Coordinator to be passed to the Bursary for payment. All candidates are asked to detail the position that they had applied for accounting purposes.

## **6. Candidate Selection**

### **6.1 Final selection meeting**

- 6.1.1 This is held as soon as possible after the interview candidates have departed. This meeting involves all those involved in the selection/interview process. A record of decision making to appoint an individual ahead of others must be noted, to ensure that there is a record to provide clear honest feedback to the unsuccessful candidate/s if required.

- 6.1.2 Interviewers bring any notes they have made with them (including lesson observations if applicable); these are collected and put 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.

### **6.2 Contacting referees by telephone**

- 6.2.1 If there are any queries around information provided on a reference a verbal contact must be made with the referee, ensuring that the referee is spoken with directly, to question the areas on the reference that require further clarification and evaluate the response.
- 6.2.2 Accurate notes of the telephone call should be made (the written references should be annotated, dated and initialled).

### **6.3 Communicating the outcome**

- 6.3.1 The Principal, Headteacher ECJS, Bursar or HR coordinator telephones the successful candidate as soon as possible.
- 6.3.2 If verbal acceptance is received, the letter of appointment together with the contract of employment is drafted by the HR Coordinator. The Principal, Headteacher (ECJS) or Bursar approves and signs the letter.
- 6.3.3 The verbal and written email offers must state that it is a provisional offer, subject to the completion of standard employment checks (receipt of two satisfactory references (if both references not received prior to interview), and checks including a DBS enhanced disclosure, verification of identity, proof of right to work in Guernsey (where relevant), original copies of any qualifications having been seen and confirmation of medical fitness for the post.) When a verbal acceptance is received, unsuccessful applicants will be contacted.
- 6.3.4 If the successful candidate declines the offer of the post, the selection committee



reconvenes or has already agreed an alternative who is contacted.

## **7. New employee administration and induction**

### **7.1 Pre-employment vetting checks and commencing employment**

7.1.1 A new appointee should not commence employment until all criteria have been met. The process of checking qualifications, verifying identity and prohibitions, suitability of a newly appointed member of staff must be logged carefully on the Single Central Register. Vetting checks will be determined by whether an individual will be involved in regulated activity.

7.1.2 All teachers and managers will be checked for the following:

- a) prohibited from teaching
- b) prohibition from management (where applicable)
- c) those that have failed to successfully complete their induction or probation period
- d) those that 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.

### **7.2 The Single Central Record (SCR)**

7.2.1 In addition to the various staff records kept in school and on individual personnel files, a single central record of recruitment and vetting checks is kept in accordance with DfE/ISI requirements. This is kept up to date by the HR Coordinator.

7.2.2 The SCR contains details of the following:

- a) all employees who are employed to work at the school
- b) all employees who are employed as supply staff to the school whether employed directly or through an agency
- c) all others who have been chosen by the school to have regular contact with children. This will cover volunteers, directors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g. sports coaches etc.

## **8. Vetting Checks**

### **8.1 Identity checks and right to work**

8.1.1 All applicants invited to attend an interview at the school will be required to bring their identification documentation such as: passport; birth certificate, driving licence etc. with them as proof of identity/eligibility to work in the UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and the DBS Code of Practice Regulations. Copies of these original documents should be taken, dated and signed to verify that the originals have been seen and these should be retained on personnel files. Electronic checks will be completed in times of COVID 19 (Showing of documents over video link) and original copies will be verified on arrival in Guernsey.



- 8.1.2 Employees of the College who are in regulated activity will require an Enhanced DBS Disclosure, including barred list check.
- 8.1.3 If the candidate does not have a DBS in place at their current employment that can be used (three-month rule), the HR Coordinator should write directly to the successful candidate regarding arrangements for an enhanced disclosure application from the Disclosure and Barring Service. This is before any start date, and as soon as practicable after an appointment, but no earlier than three months before employment commences.
- 8.1.4 In the event that an individual has not yet received their enhanced DBS certificate in advance of their start date, a Risk Assessment would be completed and signed off by the Principal, Headteacher (ECJS) or Bursar. This will include a supervision declaration signed by the individual member of staff to demonstrate they agreed to the additional, required supervision arrangements.
- 8.1.5 It is the College's policy to re-check employee's DBS certificates for any employee that takes non-statutory leave for more than three months (e.g. career breaks etc.) They must be re-checked before they return to work. Parallel entries of subsequent DBS checks will be recorded on the SCR. A return to work after a period of statutory leave is not a new appointment, nor a break in service. Therefore, if the leave is statutory (e.g. maternity/paternity leave, etc.) a DBS check is not required.
- 8.1.6 Members of staff at the school should be made aware of their obligation to inform the Principal, Headteacher ECJS, Bursar of any cautions or convictions that arise between these checks taking place.

## **8.2 Additional checks on those who have lived abroad**

- 8.2.1 The application for an enhanced DBS check may be submitted whilst an applicant is overseas so long as identity documents have been checked from a reliable source. If the applicant has lived abroad for more than three months in the last five years, they will be asked to provide the school with evidence, such as an official certificate of good conduct, or police or criminal record check from their country of origin. Extra references may also be required.

## **8.3 Medical Fitness**

- 8.3.1 There are certain questions the College may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job.
- 8.3.2 Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All successful applicants are requested to complete a confidential medical declaration and where appropriate a doctor's medical report may be required which each applicant must have expressly consented to.





## 8.4 Qualifications

- 8.4.1 If necessary, new employees will be asked to bring in original documents or certificates of relevant registration, training or qualifications so that copies can be lodged on their personnel file.

## 8.5 Disqualification

- 8.5.1 Under the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009 staff can be disqualified, from working in or being concerned in the management of childcare. Any employee likely to fall into this category completes a declaration form and is asked to keep the College informed of any changes in their personal circumstances. This form is completed annually by staff in the Junior School. Annual written reminders of this requirement are completed..

## 8.6 Rehabilitation of Offenders disclosure

- 8.6.1 The College is exempt from the Rehabilitation of Offenders Act 2002 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 individually and fairly.
- 8.6.2 Any employee who is convicted of, or cautioned for, any offence during their employment with the school must immediately notify in writing the Principal, Headteacher ECJS, or Bursar of the offence and penalty.

## 8.7 Induction

- 8.7.1 All new staff new will be required to undertake induction training. This will include:
- induction meeting and briefing with their line manager and/or Assistant Principal (PPC)
  - safeguarding training
  - provision of key safeguarding policies: KCSIE; the safeguarding policy; the staff code of conduct; equal opportunities policy; and the whistleblowing policy
  - health and safety training
  - A checklist to record that they have read and understood the key College policies
  - completion of a written induction checklist(s) for each role they take at school.
  - Teachers will complete a pre-appraisal process linked with a probationary period
  - Support staff will complete a probationary process

## 8.8 Record Retention/Data Protection

- 8.8.1 All interview notes on all applicants will be retained for a period of 6 months after which time the notes will be destroyed (i.e. shredded). The six-month retention period is in accordance with the Data Protection (Bailiwick of Guernsey) Law 2017 and will also allow the College to deal with any data access requests, recruitment complaints or to respond to any



complaints made to an employment tribunal. The notes of those appointed will be kept on their personnel files.

## **8.9 Data Protection**

- 8.9.1 The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. Data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the organisation's data protection policy, immediately. It may also constitute a disciplinary offence, which will be dealt with under this disciplinary procedure.
- 8.9.2 Once an individual is recruited, information about his/her criminal record gathered during the vetting process will not be transferred to his/her personnel file.
- 8.9.3 The organisation is also committed to going through the proper DBS channels to establish whether an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

## **8.10 Ongoing Employment**

- 8.10.1 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 College will therefore provide ongoing training and support for all staff, as identified through the annual review/appraisal procedure.

## **8.11 Monitoring**

- 8.11.1 The Principal is responsible for ensuring that this policy is monitored and evaluated throughout the College. Annual monitoring will be undertaken through formal audits of job vacancies and a yearly safer recruitment evaluation audit which will be presented to the Board as part of the link director (safeguarding)'s report. The link director (safeguarding) has the responsibility for monitoring this policy and the SCR.

## **8.12 Use of Contractors**

- 8.12.1 Contractors that are used within the schools must comply with the schools safeguarding expectations. The identity of contractors will be checked on arrival by the College and may also require a risk assessment. Employees of contractors who work at school on a long-term basis will be subject to the same employment checks as school employees.



## **8.13 Supply staff/agency workers**

8.13.1 Written confirmation is requested from supply agencies that it has satisfactorily completed all relevant checks for that post, including an enhanced DBS disclosure, and confirming whether the DBS discloses any information and that it is not more than three months old (or three years old if they have been in continuous employment with that same agency).

8.13.2 The agency and worker must provide to the school the following documents ahead of commencement:

- supply agency letter confirming that all relevant recruitment paperwork is in place
- copy of the DBS certificate
- photographic identification.

8.13.3 A record of the checks for supply staff will be included in the Single Central Register (SCR). Access to the check is only required where there is information contained in the enhanced DBS Disclosure. Any such information would be treated as confidential and a documented risk assessment conducted.

8.13.4 Identity checks will be carried out to confirm that an individual arriving at the school is the individual whom the agency has referred and that any notes provided on the DBS of previous cautions or convictions noted are acceptable for the individual to be working within the school. This decision will be taken by the Principal/Headteacher ECJS.

## **8.14 Volunteers**

8.14.1 Volunteers who are working within the College must gain the authorisation of the Principal, Headteacher (ECJS) or Bursar. Volunteers are assessed to see whether they will be in regulated activity; if they are they will be asked to complete identity checks, a reduced application form, an enhanced disclosure from the DBS will be applied for, and the appropriate supervision will be implemented where appropriate. They may also be asked for references and may require an informal interview. Where checks are carried out these will be recorded on the single central register.

8.14.2 One off volunteers for day outings, school concerts etc. do not require vetting checks but must not be left unsupervised or undertake personal care and must be risk assessed.

8.14.3 Regular volunteers receive a letter of agreement confirming that they will not be asked to take sole responsibility for any individual pupils or groups and that they should always expect to have the support of a member of staff and work under their supervision, support and guidance. This member of staff is identified in this letter.

8.14.4 All volunteers are asked to read the staff code of conduct and the safeguarding policy to acknowledge in writing that they have understood these and have no further questions.

## **8.15 Visiting Speakers**

8.15.1 As visiting speakers are not left alone with students, they are not subject to safe recruitment



vetting checks. However, it is the College's responsibility to ensure that visiting speakers are suitable and that they are appropriately supervised. Invitations to guest speakers must be agreed with a member of SLT before the invitation is confirmed.

## **8.16 Visiting Professionals**

8.16.1 The identity of visiting professionals should be checked on arrival and Prevent checks conducted in advance of engagement. These include healthcare professionals, sports instructors, referees, consultants, trainee teachers etc. Appropriate checks should have been carried out by their employing organisation and confirmed to the school in letter form.

## **8.17 Directors**

8.17.1 Will be subject to the following checks: an enhanced DBS check, ID checks, overseas checks (if applicable) and Resident Permit/certificate check. Disqualification checks would also be undertaken if they volunteer to work in relevant childcare on a regular basis or if they were to be directly involved in the day-to-day management of such provision.