

IMAM ZAKARIYA ACADEMY PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

DATE REVIEWED: 20TH JANUARY 2018

NEXT REVIEW DATE: 20TH JANUARY 2019

1. INTRODUCTION

Imam Zakariya Academy ("the School") is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staffs of the highest calibre who share this commitment.

This policy has been developed to embed safer recruitment practices and procedures throughout IZA and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.

This policy complies with guidance outlined in 'Keeping Children Safe in Education September 2016'

1.1 The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure compliance with all relevant recommendations and guidance from the DfES in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" and the code of practice published by the
- Disclosure Barring Service (DBS)

2. RECRUITMENT & SELECTION PROCEDURE

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. Curriculum vitae will not be accepted in place of the completed application form.

2.1 Section criteria and short listing

Applicants will receive a job description and person specification showing essential criteria.

Shortlisting will be carried out on the basis of a close match between the selection criteria and the experience and qualifications of the candidate. Internal candidates will be treated no less or more favourably than external candidates.

2.2 Interviews

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

- Equal opportunities procedures will be adhered to in the interviewing of candidates and records kept of candidates' performance.
- Interviews will be conducted by a selection panel of the Head teacher and a least one member of the of the management team.
- The selection panel will draft questions to ask at the interview and meet prior to the interview to determine which of these questions to be put to candidates.
- A variety of selection methods may be used, for example completion of specific tasks, observing candidates teaching a lesson.
- Newly Qualified Teachers will be expected to have Literacy and Numeracy skills Qualification
- All applicants must have passed their GCSE in Literacy, or Numeracy or equivalent

- He/she must have secure subject knowledge of the area they will be teaching
- All appointments are subjects to satisfactory references, health and Enhanced DBS/List 99
- Qualification checks will be checked on appointees

2.3 Offers of Employment

- Candidates will be notified result of their interview, either verbally on the day of the interview, in writing , or by telephone as a practicable
- Offers of employment will be made in writing
- Offers of employment are conditional on the following:
 - Agreement of a mutually acceptable start date and the signing of letter of appointment incorporating the School's standard terms and condition of employment;
 - The receipt of a disclosure from DBS which the School is satisfied and checking of List 99.
 - 2 references

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a contract of employment when the post is taken up as confirmation of employment

3. Pre-Employment Checks

In accordance with the recommendation of the DfES in "Safeguarding Children: Safer Recruitment and selection in Education Setting" the school carries out a number of pre-employment checks in respect of all prospective employees.

From January In addition to the normal teacher prohibition pre-appointment checks detailed at part 3 of Keeping Children Safe in Education' statutory guidance, we will be looking into using the Employer Access (EA) Online Service to also identify restrictions imposed by all EEA authorities.

3.1 Verification of Identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, address and qualification:-

- Current driving licence(including photograph) or passport or birth certificate and
- Two utility bills or statements (from different sources) showing their name, home address; and
- Documentation confirming their National Insurance Number(P45,P60 or National Insurance Card); and
- Documents confirming any educational and professional qualification referred to in their application form.

Where an applicant claims to have changed their name by deed poll or any other mechanism (e.g marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

3.2 References

References will be taken up on short listed candidates prior to the interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references,

Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied, whether any allegations or concerns have been raised about that applicant that relates to the safety and welfare of children and whether the applicant has been subject to disciplinary procedures.

The school will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed. Deliberate misinformation may subsequently lead to a dismissal.

3.3 Criminal records check

Due to the nature of the work, the School applies for criminal record certificates from the Disclosure Barring Service (DBS) in respect of all prospective staff members, governors and volunteers.

There are two types of checks that may be requested from the DBS depending on the nature of the position:

- Standard disclosure- for the positions that involve regular contact with those aged under 18 years or people of all ages who may be vulnerable for other reasons and for the occupations that may involve positions of trust.
- Enhanced disclosure- for posts involving greater contact with the children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

A standard disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as “spent” under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warning held on the Police National Computer. If the individual is applying for the position for a position working with children held on the standard disclosure will also reveal whether he/she is barred from the working with children or young adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfES and the Department of Health.

An enhanced disclosure will contain the same details as a standard disclosure. It may also contain same details as a standard disclosure. It may also contain non-conviction information from the local police records which a chief police thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in relevant jurisdiction.

The School expects supply/ temporary workers agencies that are used by the School to register with DBS on their own account and to follow their policy or their comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

4. POLICY ON RECRUITMENT OF EX-OFFENDERS

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed.

In view of the fact that all positions within the School will amount to “regulated positions” with the meaning of the Protection of Children Act 1999(as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered “spent” under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being on the grounds of gross misconduct. A failure to disclose previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by DfES and the Department of Health of individuals who are considered unstable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of disqualifying order made by being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or serious acts of violence.

The School considers it to be a high risk to employ anyone who has a conviction for serious class A drug related offences, robbery, burglary, theft, deception or fraud, or if the post involves some driving responsibility, anyone who has been convicted of drunk driving within the last ten years.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If:

- The School receives an application from a disqualified person
- Is provided with false information in, or in support of an applicant’s application; or
- the School has serious concerns about an applicant’s suitability to work with children,

It will report the matter to the Police, DBS and child barring list, and/ or the DfES Children’s Safeguarding Operations Unit (formerly the Teacher’s Misconduct Team).

5. RETENTION AND SECURITY OF DISCLOSURE INFORMATION

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:-

- store disclosure information and other confidential documents issued by the DBS(DBS number) in a locked, non-portable storage containers, access to which will be restricted to members of the School's senior management team:
- not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, the School will not retain such information for longer than 6 months although the School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, position in question, unique number issued by DBS and the recruitment decision taken:
- ensure that any disclosure information is destroyed by suitably secure means as shredding:
- prohibit the photocopying or scanning of any disclosure information

The School complies with provision of the DBS code of practice

6. RETENTION OF RECORDS

If an applicant is appointed the School will retain any relevant information provided on their application form (together with any attachments) on their personal file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file

*** This policy is a working document; therefore it will be updated and reviewed regularly as to be in line with any new changes

Related policies:

1. Safe Guarding Policy
2. Partisan Policy
3. Preventing Pupils From Radicalization Policy

Signature of Head teacher: Date.....

Signature of Chair of the SMB Date.....

