

# Norton College (Worcester) Limited and Norton College (Tewkesbury) Limited (the College)

## Safer Recruitment and Induction Policy

### Statement of intent

Norton College has implemented this policy to assist with recruitment and employee selection. It outlines the College's recruitment procedure and how the College ensures safer recruitment is considered at all levels of the recruitment process.

The safety and protection of the College's students is always at the forefront of the College's concerns, which is why this policy aims to embed a robust safeguarding culture into the recruitment practices of the College.

Date policy last reviewed:		17/01/2023	
Date for next review:		17/01/2024 (Annually)	
Signed by:			
	Executive Headteacher	Date:	17/01/23
	Board of Directors	Date:	17/01/23

## **1. Legal framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- Sexual Offences Act 2003
- The School Staffing (England) Regulations 2009
- Rehabilitation of Offenders Act 1974
- Education and Skills Act 2008
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Education Act 2002
- Equality Act 2010
- Amendments to the Exceptions Order 1975, 2013 and 2020

This policy has due regard to guidance including, but not limited to, the following:

- DfE (2021) 'Keeping children safe in education 2022' (KCSIE)
- DfE (2018) 'Staffing and employment advice for schools'
- DfE (2020) 'Governance handbook'
- DfE (2020) 'Schools COVID-19 operational guidance'
- DfE (2020) 'Changes to checks for EU sanctions on EEA teachers from 1 January 2021'
- DfE (2021) 'Basic check ID checking guidelines from 1 July 2021'
- DfE (2021) 'Recruit teachers from overseas'
- DfE (2021) 'Right to work checks: employing EU, EEA and Swiss citizens'
- DfE (2021) 'Right to work checks: an employer's guide'

## **2. Introduction**

**2.1** This policy has been developed to embed safer recruitment practices and procedures throughout Norton College 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 (2021)".

**2.2** This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the College's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

**2.3** This policy is an essential element in creating and maintaining a safe and supportive environment for all students, staff and others within the College community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies

- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

**2.4** Norton College is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

**2.5** As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO). A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he/she would pose a risk of harm if they work regularly or closely with children

**2.6** As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a student and we may refer any concerns we have before the completion of this process.

### **3. Roles and Responsibilities**

**3.1** The Board of Directors will:

- ensure the College has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements.
- monitor the College's compliance with them.
- ensure that appropriate staff and the Safeguarding Director have completed safer recruitment training (and repeat every 5 years).

**3.2** The Executive Headteacher and Head of School will:

- ensure that the College operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors' and agencies' compliance with this document
- promote the safety and well-being of students at every stage of this process

### **4. Inviting Applications**

**4.1** All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Norton College is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

**4.2** Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

**4.3** All applicants will have access to the following when applying for a post:

- Job description and person specification
- An application form

The following should be available on the College's website:

- The College's Safeguarding Policy
- The College's Safer Recruitment Policy
- The College's Whistleblowing Policy

**4.4** Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

**4.5** A curriculum vita will not be accepted in place of a completed application form.

## **5. Identification of the Recruitment Panel**

**5.1** At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

## **6. Shortlisting and References**

**6.1** Candidates will be short listed against the person specification for the post.

**6.2** Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

**6.3** References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies and to confirm who has written and sent the reference. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

**6.4** Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

**6.5** Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

**6.6** Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

**6.7** All references will have their validity checked by telephoning the person who has written it.

**6.8** All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## **7. Invitation to interview**

**7.1** Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

## **8. The Selection Process**

**8.1** Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

**8.2** Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

**8.3** Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

## **9. Employment Checks**

**9.1** An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not
- For those in management, trustee or Director roles, conduct a section 128 check.

## **9.2 All checks will be:**

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

**9.3** Employment will commence subject to all checks and procedures being satisfactorily completed.

## **10. Induction**

**10.1** All staff and volunteers who are new to the College will receive information on the College's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

**10.2** All successful candidates will undergo a period of induction and will:

- Meet regularly with the Executive Headteacher or their line manager
- Attend appropriate training including generalist child protection training

## **11. Supply Staff**

**11.1** Norton College will endeavour not to use supply staff, because of the vulnerability of students however if necessary will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

**11.2** Norton College will carry out identity checks when the individual arrives at school.

## **12. Peripatetic Staff**

**12.1** Norton College will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

## **13. Adults who supervise students on work experience**

**13.1** If the College is organising work experience placements, the College will ensure that the placement provider has policies and procedures in place to protect students from harm.

**13.2** Barred list checks by the DBS might be required on some people who supervise a student under the age of 16 on a work experience placement. In such cases, the school will consider the specific circumstances of the work experience. Consideration will be given in particular to the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations will include whether the person providing the teaching/training/instruction/supervision to the student on work experience will be:

- Unsupervised themselves.
- Providing the teaching/training/instruction/supervision frequently (more than three days in a 30-day period or overnight).

If the person working with the student is unsupervised and the same person is in frequent contact with the student, the work is likely to be regulated activity. In this case, the College will ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person.

**13.3** If the activity undertaken by the student on work experience takes place in a 'specified place', such as the College, and gives the opportunity for contact with other students, this may itself be considered regulated activity. In these cases, and where the child is 16 years of age or over, the work experience provider will consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

#### **14. Personal data:**

**14.1** Personal data relating to references will be handled in line with the Data Protection Policy.

**14.2** All references will be properly addressed and marked private and confidential.

**14.3** In accordance with the Data Protection Act (2018) and the UK GDPR any personal information will be processed fairly and lawfully, and will be kept safe and secure e.g. in locked, non-portable containers or, for electronic information, password protected. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties.

**14.4** Information relating to an individual's health and sensitive personal data, e.g. information relating to the individual's ethnicity, religion or trade union membership, will not be disclosed as part of a reference unless 'express consent' has been received from the individual for this purpose.

#### **15. Online searches on shortlisted candidates**

**15.1** The College is committed to ensuring that safeguarding is a top priority; therefore, in line with KCSIE, the College will consider carrying out online searches on shortlisted candidates as part of their due diligence. Online searches solely aim to help identify any incidents or issues that have happened, and are publicly available online, which the College may want to explore with the applicant at interview.

**15.2** The online search process may include searching for the candidate by name via search engines and social media, such as:

- [Google](#)
- [Facebook](#)
- [LinkedIn](#)

**15.3** When carrying out searches of shortlisted candidates' online presence, the College will look out for indicators of concern, such as:

- Inappropriate behaviour, jokes or language.
- Discriminatory comments.
- Inappropriate images.
- Drug or alcohol misuse.
- Anything that suggests the candidate may not be suitable to work with children.

Any concerns will be addressed during the interview process. The College will ensure that candidates are given an opportunity to discuss any concerns raised by the online search.

