

Bullers Wood School Multi- Academy Trust

Bullers Wood School & Bullers Wood School for Boys



Safer Recruitment & Selection Policy 2018 for Bullers Wood School & Bullers Wood School for Boys

Ethos and Values

Bullers Wood School and Bullers Wood School for Boys are schools where all children and young people are able to enjoy and achieve success.

Both schools exist to provide all children and young people with high quality learning experiences delivered by teachers who are passionate and able to convey their knowledge effectively and enthusiastically within a stimulating, **safe** and supportive environment.

Our ultimate aim is to produce well-rounded, confident and successful individuals who enjoy learning, make ambitious progress and achieve high quality and meaningful qualifications. We want them to become emotionally resilient and responsible citizens who make a positive contribution to society, including both their local community and the wider world in which they live.

Introduction

Therefore, the safe recruitment of staff is the first step to safeguarding and promoting the welfare of all of our children and young people who attend schools within **Bullers Wood Multi-Academy Trust (BWMAT)**. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We are also committed to providing a supportive and flexible working environment to all our Staff and recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

This can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

BWMAT recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within BWMAT is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. We uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Aims of BWMAT Safer Recruitment & Selection Policy

Is to ensure that:

- the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- compliance with all relevant legislation, recommendations and guidance including *The Equality Act (2010)*, *Rehabilitation of Offenders Act 1974*, *Employment Rights Act 1996*, *Immigration, Asylum and Nationality Act 2006*, the statutory guidance published by the Department for Education (**DfE**), *Keeping Children Safe in Education (2016)* (*KCSIE*) (‘The Guidance’) and any advice published by the Disclosure and Barring Service (**DBS**)
- we meet our commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre- employment checks.

All positions within the BWMAT are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check.

We are committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

Pre-employment Checks

In accordance with the recommendations set out in the Guidance, and the requirements of the Education Regulations 2010, BWMAT carries out a number of pre-employment checks in respect of all prospective employees. If it is decided to make an offer of employment following a formal interview, employment with BWMAT will be conditional on the following:

- completion of BWMAT Application Form, with satisfactory records including reasons for any gaps in employment
- verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- production of evidence of the right to work in the UK (for any member of staff who is not a national of a European Economic Area (EEA) country)
- receipt of at least two references which are satisfactory to BWMAT, one of which will be from the applicant's most recent employer. If a verbal reference is taken, detailed notes will be taken, dated and signed. Applicants will be informed that any previous employer may be contacted. All references will be verified by phone
- confirmation that the applicant is not barred from working with children and / or vulnerable adults
- confirmation that the applicant is not subject to a prohibition order issued by the Secretary of State.
- receipt of an enhanced disclosure from the DBS which BWMAT considers to be satisfactory. Number, date and name of person who completed check to be recorded
- receipt of a satisfactory check either via DBS or the Department for Education's Secured Access Portal that no direction has been made by the Secretary of State against the applicant pursuant to Section 128 of the Education and Skills Act 2008
- verification of the applicant's medical fitness
- verification of the applicant's qualifications
- confirmation that the applicant is registered with the appropriate professional or regulatory body as required from time to time
- obtain a Certificate of Good Conduct for applicants who were born or have worked abroad where the applicant has not worked in a School in the UK since moving from overseas
- completion of a self-declaration to identify staff for whom "by association" rule applies
- interview, with written record of outcome. At least one panel member will have completed and been accredited with the DFE Safer Recruitment Training.
- the school considers the applicant is suitable for the position

Roles and Responsibilities

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy. It is the responsibility of the Executive Head teacher and Headteacher of the Boys' school and other managers involved in the recruitment process to:

- ensure that the Schools operate safe recruitment procedures and carries out all appropriate checks on all staff and volunteers who work in BWMAT
- monitor contractors' and agencies' compliance with this policy
- promote the welfare of children and young people at every stage of the procedure

It is the responsibility of all contractors and agencies that provide services to BWMAT to comply with safer recruitment practices. It is the responsibility of BWMAT, in conjunction with the Executive Head teacher and Headteacher of the Boys' school to ensure all pre-employment checks are complete before employment begins.

Verification of Identity and Address

All applicants who are invited to an interview will be required to bring the following evidence of identity, right to work in the UK, address and qualifications:

- passport, photo-card (together with counterpart) driving licence and original birth certificate two utility bills no older than three months (from different sources) showing their name and current home address
- where an applicant has moved addresses within the last five years proof of address for each property they have lived at
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card)
- original documents confirming any educational and professional qualifications referred to in their application form
- where an applicant claims to have changed his/her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The Procedure

Vacancy

A vacancy arises in two ways:

- An existing post holder resigns, retires, is promoted etc.
- A new post is created to address the changing needs of the organisation.

At the outset it is important to determine whether the post will be filled permanently, temporarily or fixed term, having taken into account any relevant constraints.

It is important that before any recruitment takes place, an appropriate person or panel of people is elected to undertake the process. It is advisable that one person is not left with the responsibility to recruit on his/her own.

Jobs Analysis

All recruitment must begin with the job analysis. This is an assessment and review of the requirements of the job. This is the foundation of the recruitment process and therefore the source of selection criteria to be used during the recruitment procedure.

The job analysis is the creation of/or revision of the Job Description and Person Specification. These documents must provide sufficient information for candidates and the selection panel; be written in a straightforward manner and avoid the use of jargon and abbreviations.

Where the above mentioned documents are already in existence, the opportunity will be taken to review the purpose, necessity and duties of the post in order to ensure that they state clearly the **current** job requirements. Consideration will be given to a job evaluation if the duties of the post have changed.

Job Description

The job description is a list of the main duties and responsibilities of the post. It will include the:

- Job title, scale or grade
- Main purpose of the job
- Supervisory/leadership/management responsibility
- reporting lines i.e. who he person reports to/line leadership
- Range of duties/main duties
- Summary of responsibilities
- Special conditions of service, e.g. evening meetings
- Other duties commensurate with the level of responsibility of the post

Person Specification

The person specification describes the knowledge, experience, skills, qualifications and special conditions required to carry out the main duties of the post. It is derived from a careful analysis of the job description. The following factors will be considered and included:

- Length and type of experience. This will be restricted to that necessary for satisfactory performance. Care must be given to ensure that no indirect discrimination occurs when determining this criteria
- Skills and knowledge, (technical and personal), required, these will be specifically related to the job.
- Qualifications stated, these will not exceed the minimum requirements for satisfactory performance, except where statutory/professionally prescribed.

Essential criteria only will be included.

- The person specification criteria will be an accurate, relevant and comprehensive reflection of the job description.
- In practice the criteria laid down in the person specification forms a checklist which will later be used to longlist/shortlist applicants and to select a suitable candidate. The contents of the person specification, once sent to applicants, may not be altered at any later stage of the recruitment process; this may mislead candidates on the selection criteria they are being considered against.
- It is therefore essential that a set of high quality criteria is produced at the beginning of the selection process. If you start the process again you may, of course, review the criteria and revise accordingly.

Advertising

To ensure equality of opportunity, BWMAT will advertise all vacant posts to encourage as wide a field of candidates as possible. Normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

The advertisement will:

- be brief, attractive and relevant;
- be compiled using information contained in the job analysis documents, i.e., job description, person specification;
- be realistic, factual and clear;
- make any genuine occupational qualification clear;
- give a closing date for receipt of applications;
- contain clear instructions on how to apply.
- contain clear wording about its commitment to safeguarding.

A 'reasonable' period of time will elapse between the appearance(s) of the advertisement and the stated closing date. A 'reasonable' period to be determined by the level of the post and method of advertisement (internal/external). (Normal practice 2 weeks.)

Applications

Applications will be sent to all interested applicants. Included in the pack will be a date that informs applicants that if BWMAT has not contacted them by the stated date, they must assume their application has been unsuccessful.

- Application forms will not be issued after the closing date.
- Application forms received after the closing date will not be accepted. However, a late application can be accepted if there is a bona fide and exceptional reason, e.g. postal strike. It is good practice to record the reason for this decision in case any complaints arise.

Wherever possible, it is preferable to advise applicants of the proposed dates for long-listing/short-listing, testing (if applicable) and interview(s) in the background information despatched with the application form. This is so candidates can ensure their availability on these dates. Where internal delays in the despatch of information to applicants occurs, the closing date may be extended and all applicants advised accordingly.

Applicants will receive a job description for the role applied for. 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.

A curriculum vitae may be submitted together with an application form. BWMAT does not accept a curriculum vitae in place of an application form.

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.

BWMAT requires applicants to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, any gaps will also be discussed at interview.

Applicants will be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at BWMAT, the School is required to report the matter to the DBS, the police and other relevant professional bodies.

Long-listing/Short-listing

The long-listing/short-listing will be conducted by a panel of at least two members of staff with the Chair being determined in advance. Wherever possible, consideration will be given to the gender and ethnic makeup of the panel. Non-voting advisers (i.e. specialists, e.g. Human Resources) may be included in the process as required by the Chair of the panel.

It is desirable that for each appointment the long-listing/short-listing and interviewing processes will be conducted by the same panel (not mandatory where exceptional circumstances require otherwise). It is good practice that a Long-listing/Short-listing Assessment Form be used with the relevant criteria entered. **(See example at Appendix 1).**

The Panel will endeavour to produce a manageable longlist/shortlist. This will depend upon:

- the number of applicants/vacancies;
- how much time can be reasonably devoted to interviews
- who meets the criteria

Definition

Long-listing - is a two stage selection process. The long-listing is conducted as mentioned above. Candidates are then called to a first stage interview or assessment day as appropriate, depending on the seniority of the post. These candidates, will be shortlisted to move on to the next stage of the selection process.

Short-listing - will either be the second stage of the selection process; or where the selection is made by short-listing from application forms to attend for interview and tests (if applicable) and from this the successful candidate is selected.

Scoring System Long-listing/short-listing

Panel members will independently score each candidate against each criterion using the person and job specification.

The scoring method will be: to mark a / or X against each criterion for each candidate

X the candidate fails to meet the criterion

/ = the candidate meets the criterion at this stage.

Where there are doubts the panel member can initially use a '?'

The panel will then compare scores and discuss them with the aim of reaching a consensus. The '?' will be discussed and a decision made to convert it to an X or / If a disagreement occurs the majority view will prevail. If there is a panel of two, the Chair will have the final decision.

The final decision for each criterion will be recorded by the Chair for each candidate and agreed by all panel members.

Candidates scoring **X** against one or more criteria will be eliminated.

Candidates scoring **/** against one or more criteria will be longlisted/shortlisted.

Interview Process

The selection process will include the following:

- a face to face professional interview including questions related to safeguarding children; and
- an activity with children, as appropriate

All recruitment will be undertaken with at least one member of the panel having undertaken Safer Recruitment Training. The panel will undertake a regular review of safer recruitment procedures.

Staff Training on Safer Recruitment

Key staff involved in the recruitment of new personnel will undertake Safer Recruitment training. Certificates of qualification are held on the individuals personnel file.

Planning the Interview

Arrangements will be made for a reception area for candidates and an interview room where there will be no interruptions/e.g. telephone, visitors. An interview timetable will be prepared (ideally not more than six candidates a day). The Panel members will receive the:

- job description and person specification;
- conditions of service details;
- copies of longlisted/shortlisted applications;
- interview timetable;
- interview structure.
- interview process guidelines and competency interview questions regarding safeguarding (Appendix 4).

The candidate will have the following information:

- reasonable notice of interview;
- clear details of the process;
- details of any tasks, i.e. when/where/how (where applicable)
- date, time, venue of interview (good practice is a minimum of five working days' notice) - if already stated in further details a telephone call is acceptable if less than five days are available;
- travel details, parking, accessibility; be encouraged to disclose in advance any disabilities that are likely to influence their performance at interview;
- informed that reasonable measures will be taken to assist disabled applicants, e.g. provision of readers, signers, Braille etc.

The panel will aim to meet either on the day prior to the interview or at least one hour before the commencement of the first interview to review the relevant documents, to draft questions and model answers, discuss the depth and content of responses which are required, etc. Questions must only be directly related to person specification criteria.

During the Interview

The interview structure must be applied consistently to all candidates. Where any unforeseen change to the schedules arises, candidates must be informed. Where a candidate indicates they cannot attend, no alternative arrangements are to be made except on the decision of the Chair of the Panel who will take into account all relevant considerations and evidence these on the candidates application form.

The Chair of the panel will:

- welcome the candidate
- introduce the panel
- explain the purpose and the structure of the interview;
- advise the candidate that the panel may take notes.
- Establish rapport.
- Use open questions.
- Use probing questions.
- Select at least one question related to the protection and safeguarding of young people **(See Appendix 5)**.
- Allow the candidate the opportunity to ask his/her own questions.
- The Chair of the panel will conclude the interview and inform the candidate when/how they will be notified of outcome.

After the Interview - Assessing the Candidate

Each panel member will score independently on the interview assessment form (criteria to be established from the job/person specification). It is good practice to do this after each interview and make written comments on how the candidate has or has not satisfied the criteria by using notes taken during the interview. **(See Appendix 2)**.

An example of scoring is as follows:

- i. 0 = Candidate failed to meet the criterion.
- ii. 1 = Candidate met the criterion satisfactorily.
- iii. 2 = Candidate met the criterion above essential standard.

The Panel will compare scores and discuss them, with the aim of reaching a consensus. If a disagreement occurs, the majority view will prevail. If there is a panel of two, the Chair will decide. The final score for each criterion will be recorded by the Chair for each candidate and signed by all panel members. Candidates scoring '0' against one or more criteria will be eliminated. The scores will then be totalled for all of the other candidates. The candidate with the highest overall score is successful.

If the panel is still unable to reach a clear decision, consideration will be given to re-interviewing the leading candidates - second stage interview. If a successful candidate declines the offer of appointment (or is rejected on references or medical grounds), the panel may appoint the 'next best' candidate in his or her place.

When using a two-stage interview process and short-listing a small selection of candidates after the first interview, the Panel will adopt a similar scoring system and select the best two or three candidates to go forward to the final interview.

References

References for shortlisted applicants (to include the last employer the applicant worked for) will be requested immediately after long-listing/short-listing prior to the final interview for both internal and external candidates **(see Appendix 3)**. The only exception to this is where

applicants have indicated on their application forms that that they do not wish their current employer to be contacted.

If the current/most recent employment does/did not involve work with children, then the second referee will be from the employer with whom the applicant most recently worked with children.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- the applicant's dates of employment, position held, salary, reason for leaving,
- performance and disciplinary record;
- their relationship to the applicant;
- whether they have any reason to believe that the applicant is unsuitable to work with children;
- whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

BWMAT will only accept references obtained directly from the referee and **will not** rely on references or testimonials provided by the applicant or open references or testimonials.

BWMAT will not accept references from relatives of the applicant or people writing solely in the capacity as a friend.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant and/or the referee before any appointment can be confirmed. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

All referees shall be contacted by phone to confirm the authenticity of the reference.

Appointment

The successful candidate will be informed and a provisional offer made in writing, subject to satisfactory pre-employment checks, e.g. references, medical clearance and DBS check and Asylum and Immigration regulations. All pre-employment checks are recorded at the front of the Personal File (**See Appendix 6**).

Once all checks have been completed and cleared, the appointment will be confirmed and a start date arranged. Due to the time in obtaining a DBS check it is possible for an employee to commence employment provided that other checks have been undertaken and are satisfactory and strategies are put in place to ensure that he/she does not have unsupervised access to students.

The written particulars of employment will ideally be sent before the first day of service, but in any event must be issued within four weeks of commencement of employment.

Non-Selection

Candidates may be rejected at any one of three stages:

- Long-listing/short-listing
- Interview
- Post Interview

- failure of medical examination;
- unsatisfactory reference;
- failure following official checking procedure, e.g. DBS check and List 99 - discovery of misrepresentation, e.g. false reference.

Candidates will be contacted to advise them of the result of their application. The Chair of the Panel may also wish to consider providing feedback on their application and their performance in the selection process.

Medical Fitness

BWMAT is required to verify the medical fitness of anyone to be appointed to a post within BWMAT, **after** an offer of employment has been made. If appropriate, BWMAT will arrange for the information contained in the Medical Questionnaire to be reviewed by BWMAT's medical advisor. This information will be reviewed against the Job Description for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities, layout of the schools etc.

If BWMAT's medical adviser has any doubts about an applicant's fitness BWMAT will consider reasonable adjustments in consultation with the applicant. BWMAT may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

BWMAT is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments and suitable alternative employment.

Criminal Records Check

Due to the nature of the work, BWMAT applies for an enhanced disclosure from the DBS in respect of all prospective members of staff, governors and volunteers. An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer.

An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DBS. An enhanced disclosure may also contain non conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS disclosure the Executive Head teacher has the discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List, have been completed and once a Risk Assessment has been completed and appropriate supervision has been put in place. (These measures are recorded on the Single Central Register (SCR) and evidence is maintained in the employee's HR file.

DBS checks will be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including the equivalent of a DBS disclosure (Certificate of Good Conduct), from the relevant jurisdiction(s).

Verification of Qualifications and/or Professional Status

Short-listed applicants will be required to provide proof of their qualifications and professional status by producing original documentation BWMAT will verify that applicants have actually

obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant original certificate, or a letter of confirmation from the awarding body / institution.

If the original documents are not available, the School will require sight of a properly certified copy. Where applicants have obtained qualifications abroad, a certified comparability check by NARIC will also be requested if there is any query over the qualification.

Immigration, Asylum and Nationality Act 2006

If an applicant does not hold a British or EU passport, BWMAT will need to ascertain whether the candidate has the right to live and work in the UK. Work permits are only issued for specific or temporary teaching and non-teaching jobs. It is BWMAT's responsibility to ensure that an employee has/or obtains a current work permit if this is required. Checks need to be conducted sensitively, with due care for the feelings and confidentiality of the individual concerned.

Contractors, Agency and Peripatetic Staff

Contractors engaged by BWMAT must complete the same checks for their employees that BWMAT is required to complete for its staff.

BWMAT requires confirmation that these checks have been completed before employees of the Contractor can commence work at either or both schools within the Trust.

Agencies who supply staff to schools within BWMAT must also complete the pre-employment checks which BWMAT would otherwise complete for its staff. Again, BWMAT requires confirmation that these checks have been completed before an individual can commence work at either or both schools.

Peripatetic staff will complete the same checks that BWMAT is required to take for all other staff.

BMAT will independently verify the identity of staff supplied by contractors or an agency.

Policy on Recruitment of Ex-offenders

BWMAT will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All positions within BWMAT are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions, including those which would normally be considered "spent", when applying for a position in BWMAT. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for BWMAT to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at either or both schools in BWMAT. BWMAT will make a report to the Police and/or the DBS if it:

- receives an application from a barred person;
- is provided with false information in, or in support of an applicant's application; or it has serious concerns about an applicant's suitability to work with children.

Assessment Criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, BWMAT will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is BWMAT's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence; or serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is BWMAT's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is BWMAT's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, BWMAT will carry out a risk assessment by reference to the criteria set out above. Such convictions will also be discussed with the applicant at interview.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS directly. In cases where the applicant would otherwise be offered a position were it not for the disputed information, BWMAT will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

Retention and security of DBS disclosure information

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

In particular, BWMAT will:

- store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the BWMAT's senior management team;
- not retain disclosure information or any associated correspondence for longer than is necessary, but with due regard for safeguarding requirements to evidence the security of the Trust procedures. It will keep a record of the date of a disclosure, the name of

the subject, the type of disclosure, the position in question and the unique number issued by the DBS.

Record Retention / Data Protection

If an applicant is appointed, BWMAT will retain any relevant information provided on his/her application form, together with any attachments and evidence of the pre-employment checks completed on his/her personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after one year.

Single Central Register of Recruitment Vetting Checks (SCR)

In line with DFE requirements, BWMAT will keep and maintain a SCR. These records are maintained by the Human Resources team along with personnel files which are stored securely. The SCR will list all staff who are employed at each school and across the Trust, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors, and those who provide additional teaching or instruction for students but who are not employed by BWMAT e.g. specialist sports coaches.

The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.

There will be at least 6 spot checks of the SCR per academic year, these will be conducted, on a rota basis by the Executive Headteacher, Headteacher of Bullers Wood School for Boys and a member of the Trust Board. A checklist (**APPENDIX 7**) will be completed for each visit, signed and dated. It will be reported upon at LGB and Trust Board level under Safeguarding.

APPENDIX 2

INTERVIEWING ASSESSMENT FORM

CRITERIA – taken from job/person specification		COMMENTS

- Safeguarding checked?
- References, List 99 and DBS completed – anything to declare?
- Anything in the public domain that could cause embarrassment?
- What is your preferred 2nd subject to teach?
- Dress code explained?
- Pay and grade understood?
- Still a firm candidate?
- Please sign the application form

Completed by..... Date.....

APPENDIX 3**Reference request**

Address

Dear

xxxxxxxxxxxxxxxx - Post of Teacher of xxxxxxxxxxxx

xxxxxxxxxx has applied for the above post at Bullers Wood School/Bullers Wood School for Boys and has given us your name as a referee. We will therefore warmly welcome, in confidence, your opinion as to his/her suitability for this post.

We would be pleased if you would confirm how long you have known him/her and in what capacity, and let us have your comments regarding his/her

- Teaching ability, including subject and curriculum knowledge
- Preparation and planning, monitoring and assessment skills
- Classroom management and discipline, including maintaining a positive learning environment
- Relationship with students
- Interpersonal skills with colleagues
- Personal attributes such as honesty, trustworthiness, flexibility and reliability
- Contribution to the life of the school, including participation in extracurricular activities

Please indicate any reservations that you may have and confirm whether or not s/he was subject to any disciplinary or capability proceedings whilst in your employment or gave you any cause for concern including whether you have any reservations about the candidate's capability or suitability to work with children.

We will be most grateful to have your early reply, by email or fax as we shall be interviewing on xxxxxxxxxxxxxxxxxxxx.

Thank you very much for your help in this matter.

Yours sincerely

APPENDIX 4**Interview Process Guidelines**Scrutinising and shortlisting

All applications will be scrutinised to ensure they are fully and properly completed, that the information is consistent and does not contain any discrepancies, and to identify any gaps in employment history. Incomplete applications will not be accepted and will be returned for completion.

All applications will be assessed equally against the criteria contained in the person specification.

Interviews

Interviews will be conducted by at least two members of staff. A member of the interview panel will be appropriately trained and hold the Safer Recruitment in Education Certificate. The interview panel will meet before the interviews to agree selection criteria, issues to be explored and who will ask about each area. An agreed set of questions will be prepared relating to the requirements of the post and information provided in the candidate's application.

Candidate's responses will determine whether there are further areas to be explored. Where possible competence based questions that relate to how an individual has responded to or dealt with an actual situation will be asked. Any tasks set will be relevant and appropriate.

During the scope of the interview the applicant's suitability for the post will be explored in addition to the candidate's attitude to working with children and their ability to support safeguarding and promoting the welfare of children and young people. (Please see attached Competency Interview Questions to aid questions relating to working with children/young people and attitudes towards child protection).

Candidates will be asked if they wish to declare anything in the light of the requirement for an enhanced DBS disclosure.

The candidate will sign the application form on Declarations, Page 8, if they have not already done so.

A member of the panel is appropriately trained in safer recruitment?	
Applications checked for completeness and assessed against the criteria?	
Panel met, questions agreed etc.?	
Task relevance confirmed?	
Attitude to working with children/safeguarding explored?	
Anything to declare?	

Application form signed?	
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APPENDIX 5

Competency Interview Questions to address suitable personal behaviours for teaching, including safeguarding children and young people

Positive Indicators	Personal Competencies	Negative Indicators
<p>Convincing responses based on balanced understanding of self and circumstance. Has a realistic knowledge of personal strengths and weaknesses. Examples of having considered/tried other options/alternatives. A realistic appreciation of the challenges involved in working with children. Evidence of others having supported and encouraged based on observation of personal talent.</p>	<p>1. Motivations for working with children Self-awareness/knowledge & understanding of self, interconnection between self and professional role.</p> <p>Example questions: What do you feel are the main drivers which led you to want to work with children? How do you motivate young people? What has working with young people, to date, taught you about yourself?</p>	<p>Unconvincing responses based in whimsical examples. Not self-aware, don't see themselves as others do. Driven by personal needs not the needs of others. Not realistic about personal strengths and weaknesses. Unrealistic impression of what working with children is really like. Failure to consider other alternatives. Pushed by others, or forced by circumstance to do something they don't appear to have personally thought through.</p>
<p>Behaves consistently & appropriately under pressure or in a position of authority.</p> <p>Has control over emotions with adults & children.</p> <p>Understands position power & how to seek help in difficult circumstances.</p>	<p>2. Emotional Maturity and Resilience Consistency under pressure, ability to use authority & respond appropriately, ability to seek assistance/support where necessary.</p> <p>Example questions: Tell me about a time when you have been working with children when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course? How did you manage the situation? Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?</p>	<p>Inappropriate responses when under pressure or when in a position of power. Inconsistent responses. Handles conflict badly. Fails to control temper/emotions with children & or adults. Doesn't seek help when needed. Fails to go to others for advice.</p>

<p>Demonstrates a balanced understanding of rights and wrongs. Puts the child first. Alive to the realities of abuse. Prepared to believe. Shows a contemplative approach, drawing on personal experiences & lessons from others. Builds values and judgements based on new information. Shows an appreciation of safeguarding issues and an ability to contribute towards a protective environment. Shows respect for others feeling, views and circumstances.</p>	<p>3. Values and Ethics Ability to build and sustain professional standards and relationships, ability to understand and respect other people's opinions, ability to contribute towards creating a safe and protective environment.</p> <p>Example questions: What are your attitudes to child protection? How have these developed over time? What are your feelings about children who make allegations against teachers or staff? How do you feel when someone holds an opinion which differs from your own? How do you behave in this situation? Have you ever had concerns about a colleague? How did you deal with this?</p>	<p>Extreme opinions which don't account for the views/feelings of others. Doesn't show balance in opinion. Doesn't build on new information or understanding. Opinions harden/become dogged. Doesn't show a full or rounded appreciation of safeguarding issues. Dismissive of, or underplays the risks. Consistently puts the blame & responsibility for child protection elsewhere. Fails to believe in suspicions/reports of abuse.</p>
<p>Positive Indicators</p>	<p>Sample questions to test for safeguarding knowledge & understanding</p>	<p>Negative Indicators</p>
<p>Proactive and has personally taken action to improve safeguarding culture.</p> <p>Has personal experience of having appropriately dealt with a challenging safeguarding issue. Personally committed towards making improvements; sees it as part of their job.</p> <p>Prepared to challenge others in the workplace to</p>	<p>Tell us about what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise? (Follow up with: Who did you talk to? What were the results?) What is the safeguarding policy in your workplace? (Follow up with: How is it monitored? What steps have you taken to improve things?)</p> <p>Give me an example of when you have had safeguarding concerns about a child. (Follow up with: How did it arise? Who did you speak to? What actions did you take?)</p> <p>Tell us about a situation where you felt you fell short of safeguarding standards. (Follow up with: How did it arise? Who</p>	<p>No evidence of having taken steps in own right to make improvements.</p> <p>Passive approach to safeguarding issues. Reluctance to challenge people/systems/processes to make things better.</p> <p>No real experience of handling safeguarding issues. Naïve approach.</p> <p>Sees it as someone else's responsibility.</p> <p>Not well versed or clear in understanding of the issues/sensitivities.</p>

<p>make tangible improvements to safeguarding.</p> <p>Prepared to tackle difficult issues, confront individuals if necessary in order to promote best practice.</p> <p>Shows a good understanding of the issues. Up to date with events and legislation. Knows about test cases.</p>	<p>did you speak to? What actions did you take?)</p> <p>Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns? (Follow up with: What were the circumstances? How did you go about it? What was the outcome?)</p>	<p>Intolerant of the bureaucracy around safeguarding.</p> <p>Shows a tendency to take in appropriate chances/risks in area of safeguarding.</p>
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APPENDIX 6

Pre-employment Checks - Teaching Staff (incl. NQTs)

Name: _____ Position: _____ Start Date: _____

DOB: _____ DfES ref: _____

	Details	Sent/ Requested	Received	Comments
Reference 1				
Reference 2				
Other reference (if applicable)				
Offer/Contract Letter				
Health Check				

APPENDIX 7

Single|Central Record Checklist

Single Central Record Checklist (Minimum expectations)	(Tick)
Name of person	
Address	
Date of Birth	
Evidence of ID (inc. photograph)	
Qualification(s) Required	
Qualification(s) Evidenced and Date Checked	
DBS Enhanced Check and Date Received (not statutory to record number)	
Barred List Check (only if in Regulated Activity) and Date Received	
Prohibition Check (Teachers/People with QTS) Date Checked	
Right to Work in UK Date Checked	
Overseas Checks needed/undertaken. Type and Date.	
Restriction check for teachers who have worked in EEA countries	
s128 Prohibition Check for management positions in Independent schools (inc. Academies and Free Sch.)	

Useful to record

Start date	
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Single Central Record (People to include) (In Excel, usually on a separate tab)

Teachers	
Support Staff	
Admin Staff	
Premises Staff	
Governors/Proprietors/Trustees	
Volunteers	
Agency Staff (working in the school for a 'reasonable' length of time)	
Contractors	
Student teachers (if on the school's payroll)	
Additional instructors/coaches/etc	

Notes

Make sure there are no gaps. Enter 'Not applicable', or another relevant phrase.	
SCR must be current. Archive onto a separate tab or delete people who have left.	
SCR must include Enhanced Check/Barred List for people appointed after 2006.	
No need for Enhanced Check or Barred List for people appointed prior to March 2002.	
SCR should record, what has been seen, when it was seen and by whom it was seen.	

Some schools also record on the SCR (Not statutory)

Disqualification by Association	
Safer Recruitment Training	
References (2) (Checked and Date Received)	
Safeguarding Induction Completed	

