



Recruitment Policy

This policy is reviewed annually by the Governors. Last ratified: June 2020.

Sue Hornby is the Headteacher and responsible for ensuring this policy is complied with and that the Staff Central Record is appropriately maintained. The Senior Leadership Team (SLT) are accountable to the Governors. The Governors with responsibility for staff oversight is Judith Keene and Debbie Austin.

Commitment to Equal Opportunities

The Bridge School Malvern (BSM) is committed to providing equality of opportunity in which individuals are selected and treated on the basis of their relevant merits and abilities. It is the aim of Bridge that no job applicant, employee, volunteer or trainee should receive less favourable treatment on any grounds not relevant to good employment practice. It is Bridge's policy as an employer to treat all people equally irrespective of race, ethnic origin, sex, gender identity, marital or parental status, sexual orientation, creed, disability, age or political belief.

Job Description

Once a post becomes vacant or a new post is created, the job description and person specification need to be reviewed/agreed by the SLT.

The job description should clearly state

- The main duties of the post
- The extent of contact/responsibility for children and young people
- The individual's responsibility for promoting and safeguarding the welfare of the children/ young people/ vulnerable adults s/he is responsible for, or comes into contact with.

Person Specification

The person specification should include

- The essential and desirable qualifications and experience
- Other requirements needed to perform the role in relation to working with children and young people

- The competencies and qualities that the successful candidate should be able to demonstrate.

Application Pack

All information given to interested applicants should highlight the importance of the rigorous selection processes and the duty to safeguard and promote the welfare of children and young people. It should be clear that proof of identity will be required, as well as an enhanced DBS (with barred listing status).

The pack should include a copy of:

- The job description and person specification
- Relevant information about the Bridge School Malvern and the recruitment process
- Safeguarding Policy
- A statement of the terms and conditions relating to the post.
- Application form
- Confirmation of salary

Applications

Applications should include:

- Details of the applicant including current and former names and current address and contact details.
- A statement of any academic and/ or vocational qualifications with details of the awarding body and date of award.
- A full history in chronological order since leaving secondary education, including periods of any post-secondary education/training and part-time and voluntary work as well as full time employment, with start dates, explanations for periods not in employment or education/training and reasons for leaving employment.
- Name, address, company or organisation, job role/ position, phone contact and email addresses of two referees. One referee should be the applicant's current or most recent employer/line manager, not a colleague.
- A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post and how s/he meets the person specification.
- Information about any previous convictions, cautions, reprimands, warnings or bind-overs, both personal and professional. A signed declaration that the person has no convictions or cautions, including those regarded as spent. Where past

- convictions are in place the Headteacher will complete a risk assessment and complete the Waiver form.
- Signed statement on the application form to confirm the accuracy and trust of the information provided

Where an applicant is not currently working with children, but has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children in addition to the current or most recent employer.

References will not be accepted from relatives or friends. References will be requested following consent of the applicant.

To comply with The Employment Equality (Age) Regulation October 2006, the Date of birth should not be included on the main application, but added to a diversity monitoring form, which can be retained by HR and not made available to those involved in the short-listing process.

Advertising Vacancies

It is important to be clear about the mix of qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be stated in the advertisement for the post, in order to prevent unwanted applications. The recruitment process needs to be planned, including who will be involved, responsibilities and timescales.

The advertisement should include a statement about the employer's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, and reference to the need for the successful applicant to undertake an enhanced criminal record check where appropriate.

Vacancies will be advertised externally and internally. BSM currently advertises externally on [Indeed.co.uk](https://www.indeed.co.uk) and the website. Either the job description, or the link to [Indeed.co.uk](https://www.indeed.co.uk), will be emailed to all staff at both sites.

Vacancies will not be advertised externally where there is an existing member of staff who meets the requirements of a vacancy.

Shortlisting

The same selection panel should both shortlist and interview the candidate. At least one Governor should be on the panel.

All applications should be scrutinised to ensure:

- The information is consistent and does not contain any discrepancies,
- Gaps in employment/training or a history of repeated changes of employment are identified.
- Any anomalies, discrepancies or gaps in employment and the reasons for this should be noted, so that they can be taken up as part of the consideration of whether to short list the applicant, as well as a history of repeated changes of employment without any clear career or salary progression or a mid career move from a permanent to temporary post.
- Criteria is met, each applicant will be scored against the person specification. 0 fails to meet criteria, 1 partly meets criteria, 2 meets criteria and 3 exceeds criteria.

All candidates should be assessed equally against the criteria contained in the person specification.

Interviews

The interview should assess the merits of each candidate against the job description and person specification, and explore their suitability to work with children/young people/vulnerable adults.

The identity of the applicant will be checked prior to the interview to confirm this matches with the application form and that this is the correct person. A DBS certificate will be checked prior to interview. A record will be kept of the checks carried out, dated and by whom. The applicant will be aware that a successful candidate will be checked thoroughly this includes checks to ensure their right to work, qualification checks, health declaration and a Teacher Status Check with the Teaching Regulatory Authority. Where a successful candidate does not have an up to date DBS certificate within the last three years they should complete an application for a DBS disclosure prior to appointment. An offer of employment will be conditional on a satisfactory DBS and above checks.

The interview may include additional activities such as a teaching session with a group of students, a student interview, a team building exercise etc. All candidates need to have a comparable activity. Candidates will be advised that this will be required either in the job advert or when asked to interview.

Interview Panel

A panel of at least two people is recommended, allowing one member to observe and assess the candidate and make notes, while the candidate is talking to the other. At least one should be a Governor.

The members of the panel should:

- Have the necessary authority to make decisions about the appointment
- Meet before the interview to agree their assessment criteria in accordance with the person specification and to prepare a list of questions they will ask all candidates relating to the requirements of the post.
- Identify any issues they wish to explore with each candidate based on the information provided in their application and in the references.
- Notes of the applicant's interview answers should be collated by the chair of the panel and stored for the duration of service.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the post, the panel should explore:

- The candidate's attitude towards children/young people/vulnerable adults
- His/her ability to support the Bridge's agenda for safeguarding and promoting welfare
- Any gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or referee
- Ask the candidate of any disciplinary action specifically allegations about their behaviour towards, children, young people and adults
- Whether the candidate wishes to declare anything relating to the requirement for a DBS check.

The interview should also explore issues relating to safeguarding, including:

- Motivation to work with children/ young people/ vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority

The interview should assess the merits of each candidate against the job description and person specification, and explore their suitability to work with children/young people/vulnerable adults.

References

A copy of the job description and person specification should be included with all requests for references.

- The purpose of seeking references is to obtain objective and factual information to support appointment decisions.
- One reference should be from the current or most recent employer/line manager or HR (not from a colleague within the organisation)
- They should always be sought and obtained directly from the referee.
- References or testimonials provided by the candidate, or open references, i.e. To Whom It May Concern should not be accepted. Open references/testimonials may be forged or the result of a 'compromise agreement'.
- Where a reference has not been obtained on the preferred candidate before the interview, once received it should be scrutinised and any concerns resolved satisfactorily before the person's appointment is confirmed
- References should seek objective verifiable information and not subjective opinion. The use of reference proforma can help achieve this
- If an applicant is not currently employed in working with children, but has previously done so, then it is advisable to check with the last relevant employer to confirm details of their employment and reason(s) for leaving.

Requests for references should ask:

- The referee's relationship with the candidate, e.g. did they have a working relationship and how long has the referee known the candidate.
- How s/he has demonstrated that s/he meets the person specification.
- Whether the referee is satisfied that the person has the ability and is suitable to undertake the job
- Whether the applicant has been the subject of any disciplinary sanctions and whether the applicant has had any allegations made against him/her or concerns raised, which relate either to the safety and welfare of, or the applicants behaviour towards, children and young people. Details about the outcome of any such concern should be sought.
- Whether the referee is satisfied that the candidate is suitable to work with children/young people/vulnerable adults. If not, for details of the referee's concerns and the reason why the person might be unsuitable.
- Requests should remind the referee that they have a responsibility to ensure that the reference is accurate and that relevant factual content of the reference may be discussed with the applicant.
- Requests addressed to a candidate's current employer or a previous employer should also seek:
 - ❑ Confirmation of details of the applicant's current post, salary and sickness record

- ❑ Specific verifiable comments about the applicant's performance history and conduct
- ❑ Details of any disciplinary procedures the applicant has been subject to which relate to the safety and welfare of children or to the applicant's behaviour towards children, young people or vulnerable adults and the outcome.
- ❑ Details of any allegations or concerns about the applicant that relate to the safety and welfare of children or behaviour towards children, young people or vulnerable adults and the outcome of these concerns.

On receipt of references:

- They should be checked to ensure all questions have been answered satisfactorily
- Prior to the confirmation of an appointment, referees should be telephoned to confirm their views on the candidate and to ensure information provided by the candidate is accurate.
- Any information about past disciplinary action or allegations should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time should give cause for concern.

Conditional Offer of Appointment - Pre-Appointment Checks and References

All candidates should provide documentary evidence of their identity, either a current driving licence or passport including a photograph, or a full birth certificate, and a document such as a utility bill or financial statement that shows the candidate's current name and address, and where appropriate change of name documentation. Some form of photographic ID must be seen.

All candidates should provide documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. Also documentation of registration with the appropriate professional body.

A copy of the documents used to verify the successful candidate's identity and qualifications must be kept for the HR file.

An offer of appointment to the successful candidate should be conditional upon:

- Receipt of at least two satisfactory written references, where possible confirmed by telephone.
- Verification of the candidate's identity.
- A satisfactory DBS Disclosure

- Evidence of permission to work, for non-UK nationals
- Verification of qualifications
- Verification of professional status/registration where required

All checks should be:

- Confirmed in writing;
- Documented and retained on the HR file (subject to restrictions on the retention of information imposed by DBS regulations)
- Followed up where they are unsatisfactory or where there are discrepancies in the information provided

Where:

- The candidate is found to be on List 99 or the PoCA/PoVA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court
- The applicant has provided false information in, or in support of, his/her application
- There are serious concerns about an applicant's suitability to work with children

These facts should be reported to the police and/ or Children's Safeguarding Unit. Anyone who is barred from work with children in a regulated position, as set out in Section 36 of Criminal Justice and Court Services Act 2000, is committing an offence if they apply for, offer to do, accept or do any work in any of the regulated positions set out in the Act. It is also an offence for an employer knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children, or fail to remove such an individual from such work.

DBS Checks

The level of disclosure requested, i.e. Enhanced with Barred checks, should reflect the nature of the duties of the post and degree of contact with children or young people or with sensitive, confidential information. For partner agencies of WSCB it is recommended that Enhanced DBS checks should be undertaken on staff and volunteers, unless there are specific reasons that this is not necessary for the specific post. (See Commission for Social Care Inspection's Policy and Guidance: DBS Checks) A record should be kept of date disclosure obtained, by whom, level of disclosure and unique reference number. DBS checks must be treated as confidential. DBS checks are updated every three years inline with guidance from KCSiE 2020. This can be done using the DBS Update Service with consent of the member of staff.

Staff annually complete a conviction declaration form to confirm there has been no convictions in the previous year and that they will notify the Head teacher of any changes in future.

Criminal Records

Employers must make a judgement about suitability, taking into account only those offences which may be relevant to the post in question. In deciding the relevance the following should be considered:

- The nature of the appointment
- The nature of the offence
- The age at which the offence took place
- The frequency of the offence

Anyone who is barred from work with children in a regulated position, as set out in Section 36 of Criminal Justice and Court Services Act 2000, is committing an offence if they apply for, offer to do, accept or do any work in any of the regulated positions set out in the Act. It is also an offence for an employer knowingly to offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children, or fail to remove such an individual from such work.

Checks on Overseas Staff

The same checks should be made on overseas staff as for all other staff, including DBS checks, including work visa check if appropriate.

Where an applicant has worked or been resident overseas in the previous five years, the employer should obtain a check of the applicant's criminal record from the relevant authority in that country and seek additional information about an applicant's conduct. Not all countries provide this service and advice can be sought from the DBS Overseas Information Service.

Also for applicants from non EEA countries, evidence of permission to work in the UK/work permit should be obtained.

Qualification Certificates

Candidates should bring documents confirming any educational and professional qualification(s). If this is not possible, written confirmation must be obtained from the awarding body. Also documentation of registration with the appropriate professional body.

Records regarding unsuccessful candidates will be destroyed. If SLT wish to keep an application form and details of an applicant for possible future roles, then the applicant must sign a Privacy Notice to confirm their consent.

Induction

All staff and volunteers will complete an induction programme. The purpose of the induction is to:

- Provide training and information about the organisation's safeguarding and child protection policies and procedures. This training should be at a level appropriate to the member of staff role and responsibilities with regard to children.
- Provide information about health and safety standards and procedures.
- Support individuals in a way that is appropriate for their role
- Confirm the conduct expected of staff, sign the code of conduct;
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- Enable the line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The Induction programme will consist of induction meetings for the following:

- Health and safety including fire safety
- Safeguarding
- Teaching and Learning
- Administration & Educational Visits
- Data security and IT
- Remote Learning
- IVQ and assessing procedures (for Assessors)
- Managing behaviour and Thrive
- Student Records and Pastoral procedures

New staff will sign to say they have read the following documents: Accessible use of E safety, Privacy Notice, Code of Conduct, Conviction Declaration, Health Declaration and Emergency Contact form.

- Ensure that the person receives written statements of:
 - Policies and procedures in relation to safeguarding children and health and safety.
 - The identity and responsibilities of staff with designated safeguarding and health and safety responsibilities.
 - Safe practice and the standards of conduct and behaviour expected.
 - Other relevant HR procedures e.g. whistle blowing, disciplinary procedures.

Staff Records

In relation to each member of staff appointed a record should be kept to show:

- Written references obtained and confirmed by telephone if applicable
- Gaps in employment history checked
- Details of a satisfactory DBS certificate obtained, with unique reference number and date, who checked and when.
- Reasons/decision to appoint despite criminal convictions
- Evidence of proof of identity
- Evidence of qualifications and Teacher Status check
- Details of registration with appropriate professional body
- Confirmation of right to work in UK
- Record of interview questions and answers
- Consent forms as above
- Offer of Employment
- Application form, with letter of suitability
- Job description

Records should be signed and dated by appointing manager/chair of the interview panel

The Staff Central Register will be updated and maintained, this includes, staff/ volunteers names, qualifications, S128 check, ID checks, right to work, health declaration check, DBS details, start and leave dates, safeguarding training and first aid training.

A new member of staff will complete the HMRC starter form, provide bank details and National Insurance Number.

Maintaining a Safer Culture

An ethos of safeguarding and promoting the welfare of children/young people/vulnerable adults can be achieved by:

- A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected of staff and volunteers
- Appropriate induction and safeguarding training
- Regular briefing and discussion of relevant issues
- Effective supervision and staff appraisal processes.
- Clear reporting system if a user, member of staff or other person has concerns about the safety of children.

Monitoring

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It will cover:

- Staff turnover and reasons for leaving
- Exit interviews

- Attendance of new personnel at safeguarding training

Period of Probation

The leadership team has an open door policy and if any new member of staff has any concerns or worries they can share their concerns or ask advice at any time. An initial review meeting with a member of SLT will take place after the start of employment to review this probation period. A record of this meeting will be kept on file.

Supervision and Staff Review and Development

Annual staff appraisals are important elements in ensuring safe practice. Prior to the meeting staff are expected to update their CPD, update consent forms and self evaluate their practice and add to the employees comment section. The appraisal will:

- Ensure staff are up to date with current safe practices
- Review job description
- Review strengths and goals
- Review training undertaken and learning needs
- Review health and wellbeing and staff absence
- Identify areas for development
- Openly address any concerns about their role, behaviour and attitudes, safeguarding and health and safety
- Put in place action plan and arrangements for review
- Update annual consents

A lesson observation will take place prior to an appraisal and at any time throughout the year determined by the leadership team. See the Performance Management Policy.

Whistle Blowing

A mechanism is in place for confidential reporting or whistle blowing of any behaviour towards children or young people which is abusive, inappropriate or unprofessional. This includes:

- Conduct which is a breach of the law
- Conduct which compromises health and safety
- Conduct which falls below established standards of practice with children and young people

This process:

- Allows the reporter identity to be revealed only with consent
- Allows support for the reporter, e.g. in giving evidence

See BSM Complaints Procedure.