

## **Safer Recruitment Policy**

### **Statement of Intent**

Qualified Tutor recognises that recruiting and retaining the right staff/volunteers is at the heart of providing a quality learning experience for young people. We use robust safer, recruitment practices to promote and safeguard the welfare of young people. We aim to create and maintain a skilled, balanced, conscientious and committed team that reflects the diversity of the people we serve.

We aim to ensure that the recruitment and selection of all those who work/volunteer in the organisation is conducted in a manner that is safe, systematic, efficient, effective and promotes equality of opportunity. We uphold our statutory and ethical obligations not to discriminate against applicants on the grounds of the protective characteristics as defined in the Equality Act 2010 and to treat all candidates fairly.

### **Responsibilities of the Employer**

It is an offence under Section 76 of the Childcare Act 2006 to employ someone who is disqualified from working with children.

Section 39 of the Childcare Act 2006 places a legal duty on employers to ensure that adults who look after children or have unsupervised access to them are suitable for this and have appropriate qualifications, training, skills and knowledge.

We endeavour to meet our legal duties and responsibilities in this area and follow statutory code of practice and guidelines for the appointment of staff/volunteers.

### **Procedures**

#### **Recruitment Preparation**

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974, which may affect their suitability to work with young people.

#### **It is the responsibility of the Company Director to:**

- Ensure the organisation has an effective policy and procedures in place for the recruitment of all staff and volunteers in accordance with DfE guidelines and legal requirements which include pre-employment checks on all governors.
- Monitor the organisation's compliance with the above.

#### **It is the responsibility of the Company Founder and other QT members involved in recruitment to:**

- Ensure that the organisation operates within the safer recruitment procedures set out in this policy and that all necessary checks are carried out on all staff and volunteers who work at the organisation.
- Promote the welfare of young people at every stage of the recruitment process and beyond.

## **Recruitment Advertising**

We acknowledge the importance of using deterrents during the advertising process; we include a safeguarding statement in our advertisements.

Where there are candidates within the setting with the appropriate skills for the post in question, we may initially advertise the position internally, ensuring that all pre-employment checks are carried out for internal staff in the same way as for external applicants.

## **Dealing with Applications**

Incomplete application forms will be rejected.

Applicants are judged entirely on their suitability for the post as opposed to any protective characteristic.

Gaps in employment history are noted and explored at interview.

Short-listed applicants are informed of the interview process.

Applications will be checked for information about any previous convictions which may bar the employment of individual candidates.

## **References**

Two written references are sought directly from the referees of applicants short-listed for interview, one of which should be from the applicant's most recent employer.

References or testimonials provided by the candidate will never be accepted.

Previous employers who have not been named as referees may be contacted to clarify anomalies, discrepancies or other required information. Detailed written notes are kept of the correspondence.

Where a candidate applying for a teaching position is not currently employed as a teacher, we check with their most recent school/LA of employment to confirm details of their employment, conduct and reason for leaving.

Referees are asked specific questions about:

- the candidate's suitability to work with young people;
- the candidate's suitability for the relevant post.

The information contained in the reference request questionnaire facilitates the organisation's ability to obtain objective/factual information to support appointment decisions.

All references are scrutinised and information compared for consistency with the information provided by the candidate on their application form prior to interview so that any issues of concern such as contradictory or incomplete information can be explored further with the referee and taken up with the candidate at interview.

## **Interview Process**

We ask all short-listed candidates to bring original photographic identity documents such as passport or driving licence to interview.

Staff interviewing applicants are aware of their role and legal obligations and ensure that interview notes are objective; candidates are entitled to request a copy under the Freedom of Information Act.

Interviewers are well acquainted with the applications as well as the role and responsibilities of the job on offer. At least one member of the interview panel will usually have completed safer recruitment training.

Probing interview questions are designed to reveal candidates' attitude towards and motives for working with young people as well as their ability to support the setting's agenda for safeguarding and promoting the welfare of children (in addition to determining the suitability of candidates for the specific job role).

Incomplete answers will always prompt further questioning. Any gaps in employment or other areas of concern will be explored at interview.

## Pre-employment Checks

All successful applicants are required:

- to provide proof of identity and proof of address;
- to complete a DBS application form and receive satisfactory clearance. Enhanced (with barred list information) checks are carried out where the applicant will be in regulated activity and enhanced (without barred list information) checks are used for non-regulated activity. The DBS update service may be used where relevant and within DBS guidelines. When using this service, Qualified Tutor must check the original certificate to verify that it is for the same workforce as well as the right level of check;
- to provide proof of eligibility to live and work in the UK;
- for the organisation to make any further checks it deems appropriate where the applicant has lived/worked outside the UK
- for the school to verify professional qualifications where appropriate

All documents must be originals. An offer of employment to a successful candidate is conditional on satisfactory completion of **ALL** the necessary pre-employment checks.

## DBS Checks

It is an offence to allow an individual to carry out any form of regulated activity if it is known or there is reason to believe that the individual is barred from doing so.

Staff and volunteers must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the setting, regardless of whether they are spent under the Rehabilitation of Offenders Act 1974).

Where there are concerns about the suitability of an existing member of staff/volunteer, we carry out all relevant pre-employment checks again. Proportionate decisions are made on whether to ask for any checks beyond what is required.

The DBS will send the certificate directly to the applicant who must show the original document to the employing officer at QT. The following information on the DBS certificate: reference number and date of issue is recorded on the single central record (which is kept securely in the setting). Disclosures are handled in accordance with the DBS code of practice.

Where a DBS certificate reveals that the applicant is on the children's barred list, we have a legal duty to withdraw the offer of employment. Where there is other criminal information on the DBS not related to barred list, we will discuss the matter with the applicant, use professional judgement and take legal

advice to make a non-discriminatory, fair recruitment decision in line with whether the information presented is relevant to the job role.

DBS checks cannot be solely relied upon to ensure that the successful candidate is suitable to work with young people and in line with statutory regulations, we carry out other pre-employment checks, as outlined above.

### **Summary of the requisite DBS checks most applicable to BCPS**

#### **Job Descriptions, Contracts and Records**

All staff and volunteers are given job descriptions, which accurately set out their roles and responsibilities. Job descriptions are reviewed annually as part of the appraisal process and updated where necessary.

*(See Staff Performance and Management Policy for further details)*

Job descriptions include responsibility to safeguard and promote the welfare of young people.

All employees are given two copies of their terms and conditions (i.e. contract) to be signed within two months of starting work, one copy is returned to and kept by the school. Contracts are amended as appropriate where there is a change to staff responsibilities, line management, hours of work, rate of pay or any other relevant change to employment. Information about a new employee's probationary period is included in the terms and conditions of employment.

Records relating to staff and volunteers are kept securely in the organisation, are current and accessible to authorised persons. Records will be retained for the permissible time period with regard to data protection law and then disposed of appropriately.

We keep and maintain a single central record of recruitment & vetting checks for all staff and volunteers (including the proprietor and governors, supply staff) in line with DfE requirements. This includes record and date of the following checks as appropriate: identity, DBS, barred list, prohibition from teaching, section 128 for management positions, further checks on staff who have lived/worked outside the UK, professional qualifications, right to work in the UK.

In line with DfE guidance we are not required to keep copies of DBS certificates. However, should we choose to do so, we adhere to the Data Protection Act 2018 requirements that allow a maximum retention period of 6 months prior to secure disposal. Copies of other documents such as evidence of ID, right to work in the UK and required qualifications are kept for the personnel file. In line with DfE guidelines, details of any fee-funded trainees are not recorded on the single central record.

#### **Induction**

We provide staff induction training to all new staff and volunteers.

New employees' performance will be monitored in line with their job description and contract and any identified training needs and/or other issues will be addressed well before the end of the probationary period. The probationary period may be extended where appropriate.

Staff induction training includes safeguarding and child protection (which includes the role of the Designated Safeguarding Lead), whistleblowing, online safety, staff code of conduct, pupil attendance,



lateness, absence, reporting and responding to children missing from education, pupil behaviour, safer working practice, health and safety (including emergency evacuation procedures) as well as a tour of the premises. A copy of school policies and the statutory guidance part one Keeping Children Safe in Education Part 1 and Annex A is provided to staff at induction.

## **Training**

We monitor the training needs of staff/volunteers and facilitate their access to appropriate training.

Record of training is kept and stored securely in the setting and includes certificates of training attended where applicable.

We endeavour to support staff improve their level of qualification and to this end we offer/refer to appropriate training opportunities.

## **Disciplinary and Grievance Procedure**

Our disciplinary procedure is in line with current employment legislation and is designed to encourage employees to maintain a high standard of conduct.

We endeavour to settle any grievances quickly and fairly.

**This policy was approved by the Qualified Tutor Company Founder Julia Silver**

**July 2020**

**Review Frequency: ANNUAL**

A handwritten signature in black ink, appearing to read 'Julia Silver', written in a cursive style.