

Date Adopted	January 2015
Reviewed and updated in line with KCSIE Sept 2016	September 2016
Latest Review	September 2017 and in line with statutory guidance
Next Review	September 2018 and in line with statutory guidance

# The Southover Partnership Recruitment and Selection Policy

## **Aim of the policy**

To:-

- Attract and select the best possible applicants to vacancies
- Deter, identify and reject prospective applicants who are unsuitable for work with children or young people
- Meet statutory requirements of the Equality Act 2010. Applicants will be considered on the basis of their suitability for the post, regardless of their marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation.
- Treat all applicants fairly and clearly.

## **Recruitment and Selection Procedures**

The Southover Partnership is vigilant in our recruitment procedures and follows the guidelines below when recruiting new members of staff for outreach or for The Southover Partnership School.

## **Application Procedure**

All applicants will be required to complete a Southover Partnership application form prior to interview and will be provided with a job description and person specification for the role for which they are applying.

## **Shortlisting**

Shortlisting for interview will be done by the HR Manager and either the Outreach Manager or Headteacher/Deputy Headteacher of the appropriate site against the person specification for the post. Applicants who have completed an application form will be informed if they have been shortlisted within a week of application.

## **Interviews**

- Interviews will always be face to face by at least one member of the Senior Management Team.
- At the interview, each candidate will be required to prove their identity against photo ID (for example a passport, birth certificate or driving licence), proof of the address from the last 3 months and also to produce documents to prove they are eligible to work in the UK.
- All applicants who will be working with children or vulnerable adults will be required to have a satisfactory portable DBS certificate, or will be required to complete an application and receive a current DBS prior to commencing work.
- At the interview, candidates will be questioned using the same set criteria and same questions.
- Candidates will be given a score for their answers
- Candidates will always be required to
  - explain satisfactorily any gaps in employment
  - to explain satisfactorily any anomalies or discrepancies in the information available
  - to declare any information that is likely to appear on a DBS disclosure
  - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- A member of the senior management team will select the most suitable person for the position based on the scores awarded and their understanding of the needs of the pupils and of the school.
- Each candidate will be contacted within a week of interview to advise whether or not they have been selected.

## **Employment Checks**

- The successful candidate will be offered the position subject to at least two references from previous employment or in the case of a newly qualified student, their tutor and a personal or professional reference. These references will be taken up BEFORE employment commences.
- Referees will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Referees will always be asked specific questions on a proforma which will include questions about:
  - the candidates suitability for working with children and young people
  - any disciplinary warnings, including time expired warnings that relate to the safeguarding of children

- the candidates suitability for the new post
- All qualifications will be checked against actual certificates and copies taken for their personnel files
- The successful candidate will be subject to an enhanced DBS check (Disclosure and Barring Service) previously known as a CRB check (Criminal Records Bureau) prior to starting work.

### **DBS Risk Assessment**

Where a candidate has not yet received a DBS or the DBS certificate shows convictions or cautions, a risk assessment must be undertaken in accordance with the Policy on Employment of Ex-Offenders and Disclosure and Barring Service checks using the attached form.

The completion of this risk assessment form is the responsibility of the appointing manager or line manager as appropriate. It should be completed by the candidate/employee and followed up with a meeting with him/her. Once complete, it must be authorised by the Head Teacher before the person can start or continue working with children. This completed risk assessment form must be placed on the individual's personnel file or other appropriate file and made available to HR, Safeguarding and Ofsted inspections.

In **very exceptional circumstances** staff (but not volunteers) who work with children may work without a clear enhanced DBS certificate if they are closely supervised (within sight and sound of someone with a clear DBS check). However, this will normally **only be permissible when not to allow them to work would disrupt the pupil's education; e.g where there is a regulatory requirement to have a ratio of staff to number of children. People may only work in these circumstances when the following applies:**

- The appointment is necessary to allow the education provision to continue.
- In the case of children, the person has an enhanced DBS certificate issued within the last year by another body and the person provides the original enhanced DBS certificate to the appointing manager as evidence.
- An enhanced, Southover Partnership DBS check has been applied for.
- The person has no unsupervised contact with children.
- They have no access to sensitive records, particularly information about individual children or vulnerable adults.
- This risk assessment and risk management plan has been completed and signed off by the Head Teacher or Chair of Trustees in his absence.

## DBS Check Risk Assessment Form

### PART 1 – FOR THE APPLICANT TO COMPLETE

Your DBS certificate has been returned with information contained on the certificate which may be relevant to your employment. This will not necessarily bar you from working with The Southover Partnership. It will depend on your circumstances at the time of the incidents or offences. We would therefore like to give you the opportunity to provide an explanation for these incidents or offences, as well as the circumstances around you at the time. We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed.

Please complete the following information. Please be aware that to withhold information or to give false information will be regarded as an attempt to falsify records which constitutes gross misconduct and will, if proved, lead to dismissal under the Council's procedures.

<b>Name:</b>	<b>Date of Birth:</b>
<b>Job/ Position Applied for:</b>	
<b>Southover Partnership School site/proposed mainstream school/register only:</b>	

<b>Offence or Incident 1:</b>
<b>Date of Offence or Incident:</b>
<b>We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant/employee, now feel about the incident or offence.</b>

<b>Offence or Incident 2:</b>
<b>Date of offence or incident:</b>
<b>We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence</b>
<b>Offence or Incident 3:</b>
<b>Date of offence or incident:</b>
<b>We need to know who was involved, when it occurred, what occurred, where the incident or offence was committed and why it was committed. It is also necessary to explain how you, the applicant, now feel about the incident or offence</b>

Any further offences or incidents should be completed on a separate sheet and attached.

**Declaration by Applicant**

I certify that the information I have provided on this document is true and complete. I understand that to knowingly make a false statement or omit information will result in my job or volunteering application being unsuccessful or, if employed, in my facing possible dismissal or other disciplinary action.

<b>Signature:</b>	<b>Print:</b>
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**DBS Check Risk Assessment Form continued.**

**PART 2 – FOR THE APPOINTING LINE MANAGER or TEACHER TO COMPLETE**

<b>Name of Candidate:</b>	<b>Date of Birth</b>
<b>Job Title:</b>	<b>Southover Partnership School site/Mainstream school/Register staff only</b>
<b>Proposed Start Date:</b>	<b>Manager/Teacher Conducting Assessment:</b>

**A. BACKGROUND INFORMATION CHECK**

<b>Information required.</b>	<b>Notes/Confirmation.</b>
Has the Recruitment Checklist been completed, including all of the following? <ul style="list-style-type: none"> <li>• Application Form - check gaps, discrepancies or anomalies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Appropriate and satisfactory references</li> </ul>	
<ul style="list-style-type: none"> <li>• Give details where you have obtained clarification or missing information on the applicant or verification of the referees position in the organisation.</li> </ul>	
<ul style="list-style-type: none"> <li>• Qualifications – Have you checked and verified that the candidates qualifications fulfil the requirements in the selection criteria?</li> </ul>	
<ul style="list-style-type: none"> <li>• Has the candidate completed the Convictions Policy Statement on the Application form regarding the Rehabilitation of Offenders Act</li> </ul>	

<p>1974? Please state the information they supplied.</p> <ul style="list-style-type: none"> <li>• Confirm that you have actively asked the person if they have any convictions, cautions, reprimands, warnings, bind-overs, pending prosecutions or disqualifications.</li> </ul>	
<ul style="list-style-type: none"> <li>• Have you seen and verified asylum and immigration checks?</li> </ul>	
<ul style="list-style-type: none"> <li>• Have satisfactory health checks been received.</li> </ul>	
<p><b>VBS check or Section 142 of the Education Act 2002.</b></p> <p><b>For anyone working in a school a Vetting and Barring List check must be carried out before they start work. Ensure that this is checked and recorded on the SCR.</b></p>	

<b>Criminal Records Bureau Disclosure Checks</b>	<b>Comments</b>
<p>1. Does the candidate already hold a DBS certificate?</p> <p>If not, please go to Q6.</p>	
<p>2. Was the DBS certificate obtained by The Southover Partnership?</p> <p>If not, who is the Registered Body?</p>	
<p>3. Was the DBS certificate issued within the last 12 months?</p>	
<p>4. Is the DBS certificate "Enhanced level"?</p>	
<p>5a. If the candidate is going to work with children the DBS certificate must indicate "None Recorded" against the ISA Children's Barred list information.</p>	

<p>6. Has the candidate completed a new DBS certificate Application form?</p> <p>Confirm date that the application form has been sent</p>	<p>Date completed DBS application returned to Shared Services:</p>
<p>7. Has the candidate been a resident outside of the United Kingdom?</p> <ul style="list-style-type: none"> <li>• If yes, is the candidate able to produce the Police Check or DBS equivalent from other countries lived in?</li> <li>• If no, is a Police Check or DBS equivalent from that country being sought?</li> </ul>	

## B. ASSESSING THE RISKS

Question	Applicable (Please delete as appropriate)	Comments
Did the applicant declare the matters on the DBS Application form or in a confidential document addressed to the Managing Director?	<p>Yes / No</p> <p>If 'No' state reason</p>	

Question	Applicable (Please delete as appropriate)	Comments
Does the individual agree that the information detailed on the DBS Certificate is correct?	Yes/ No  If No what do they think is incorrect and why?	
Were any offences work-related or committed within the context of a work setting?	Yes/No  If 'Yes' give details	
Were any offences committed within the last 2 years?	Yes / No  If 'Yes' explain context in which each offence occurred e.g. where, how, why and details of any victims. (Continue overleaf if necessary)	
What is the individual's attitude to the offence/s now?	e.g. regret/remorse/ justified/denial	
Would they do anything differently now?	Yes / No  If 'Yes' specify what	
Has the individual's circumstances changed since the conviction/s e.g. location/friends/partner/ education?	Yes / No  If 'Yes' specify what	

Question	Applicable (Please delete as appropriate)	Comments
Are there any mitigating circumstances? e.g. immaturity, traumatic life event	Yes / No If 'Yes' specify what	
Do the matters disclosed form any pattern e.g. repeat offences or repeat motivation (anger/financial/drugs/alcohol)	Yes / No If 'Yes' specify	
Can the applicant demonstrate any efforts not to re-offend? e.g. Rehabilitation course, Anger Management course, help for alcohol/drug abuse.	Yes / No If 'Yes' specify (NB – completing Community Service is a punishment not a rehabilitation programme)	
Can safeguards be implemented to reduce/remove any risk e.g. no unsupervised contact?	Yes / No If 'Yes' specify what	
What supervision is available and how readily?	Give details	

**Any further information**

Is there any other information relevant to this Risk Assessment regarding the candidate, the work itself or the location/environment where the activities will take place?

**Level of Risk:**

Please complete the level of risk posed by appointing/employing the individual in this job. Give reasons.

High Risk	
Medium Risk	
Low Risk	

Can protective measures be put in place to render the risk low? Yes / No

Outline of the protective measures **Risk Management Plan** e.g. curtailment of access to children/information; additional supervision; temporary changes of work location; temporary diversion of low risk tasks or training.

Risk Assessment completed by:

Signed

Date:

Print Name

Position:

**Authorised by Head Teacher or Head of SOS**

Is this person suitable to start work before the DBS is returned or to continue working under the conditions proposed above? Yes/No

**Comments: (Reasons for decision)**

Risk Assessment Authorised by;

Signed (Head Teacher/ Head of SOS/Chair of Trustees)

Date

Print Name (Head Teacher/ Head of SOS/ Chair of Trustees)

Date

## CHECKLIST FOR AGENCY STAFF/ORGANISATIONS

Name of Agency/Organisation: .....

Address: .....

Tel: .....

Name of Employee: .....

Role: .....

Checks	Date Checked	Checked by
DBS No: .....		
DBS Issue Date: .....		
DBS Registered Body: ..... .....		
Confirm DBS Clear/Details of Convictions/Cautions: .....		
Proof of NI (NI Card/Payslip/P45/P60 etc): .....		
Photo ID (Passport/Driving Licence): .....		
Two Proofs of Address (Less than 3 months old): .....		
Vetting & Barring Service (Formerly List 99): .....		
If a teacher – QTS checked: .....		
Prohibition from Teaching List Checked:		
Police checks from country of origin if in the UK for less than five years: .....		
Two Satisfactory and Verified References: .....		

<b>Right to Work in the UK (valid visa/work permit/leave to remain):</b>		
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Safer Recruitment Guidance: Keeping Children Safe in Education 2015

**Signed off by:** ..... **Date:** .....

**Print Name & Position:** .....

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**For Southover Partnership Office Use:**

**Date Checked:** .....

**Name:** .....

**Positions:** .....

## CHECKLIST FOR CONSULTANTS

Consultants Name: .....

Address: .....

Tel: .....

First Name: ..... Surname: .....

Position/Placement: .....

Days/Times at School: .....

Checks	Date Checked	Checked by
DBS No: .....		
DBS Issue Date: .....		
DBS Registered Body: ..... .....		
DBS Details: .....		
Photo ID:		
Two Proofs of Address:		
Vetting & Barring Service (List 99):		
Police checks from country of origin if in the UK for less than five years:		
Two Satisfactory and Verified References:		
Right to Work in the UK (valid visa/work permit/leave to remain):		

Safer Recruitment Guidance: Keeping Children Safe in Education 2015

Signed off by: ..... Date: .....

Print Name & Position: .....

