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Policy and Guidance:	Safer Recruitment	

Principles

Inspire! is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its care. As an employer, Inspire! expects all staff and volunteers, including those working for the ID school, to share this commitment.

Inspire! values good staff as key to the organisation and seeks to recruit a skilled and diverse team through fair and open recruitment procedures.

We should treat all applicants with respect and keep any information obtained through the recruitment process confidential.

All recruitment will be undertaken in accordance with the guidelines established by the Children’s Workforce Development Council, the DfE’s Safeguarding Children and Safer Recruitment in Education (2006), ‘Working Together to Safeguard Children’ guidance, DfE (2018), ‘Keeping Children Safe in Education’ Statutory guidance for schools and colleges, DfE (2019); and The Education (Independent School Standards) Regulations 2014.’ At least one member of a recruitment panel will have undertaken Safer Recruitment training, and all members of Senior Leadership Team will undertake training at least every five years.

Process

1. Assessment of need and process

1.1. New posts and vacancies

- The prospective line manager will assess the need for the job, resources available to fund the post and impact on other people in the team in discussion with colleagues and Inspire!’s Chief Executive
- If the need for a new post seems clear and agreed resources to fund the position are available, the line manager will draw up a draft job description and person specification to discuss with the Leadership Team
- The Chief Executive will review the needs analysis, draft job description, person specification, salary details and estimated costs and approve or otherwise the post on establishment
- If the need for recruitment to the same or largely similar post seems clear, the line manager will draw up a draft job description, person specification, conditions of service, advertisement and interview schedule in discussion with the Chief Executive prior to advertisement.

1.2. Recruitment process

- In most circumstances, an open, external recruitment process will apply.

- However, there may be circumstances under which an alternative recruitment process may be followed. These could include the urgent need to provide cover for a post on a short-term, interim basis before the standard recruitment process has been completed and a candidate appointed; the appointment of consultants and associate staff with particular areas of expertise; where there is potential for a secondment or extension to an existing staff contract and filling short-term / temporary vacancies e.g. to cover for staff sickness or for seasonal posts. Such situations should be considered on a case by case basis and a decision on the appropriate recruitment process made by the Chief Executive, in consultation with the Leadership Team.
- Advertisements will usually be placed with local networks and partners such as Hackney CVS and Hackney Learning Trust, and Guardian Jobs online. They may also be placed in national press, or papers with a specific target readership eg black or minority ethnic groups, or in local community venues or schools, in order to attract a wider range of applicants. This decision will be reached in discussion with the Chief Executive.
- All job adverts, job descriptions, person specifications and candidate information packs state the requirement for a candidates' commitment to safeguarding and promoting the welfare of children as well as state the requirement for an applicant to undertake an enhanced DBS check.
- Prospective applicants for posts involving with children and young people will be supplied, as a minimum, with the following:
 - job description and person specification
 - the relevant Safeguarding policy
 - the Recruitment policy (this document)
 - an application form

2. **Responsible person**

2.1. For each vacancy one member of the Administration team will be the nominated person responsible for dealing with enquiries and applications prior to shortlisting. He or she must

- Draw up a timeline for the whole process in consultation with the Line Manager
- Prepare job information / application packs, agreeing the content with the Line Manager, in line with agreed practice to ensure consistency.
- Ensure that the job information and application packs are available on-line on the Inspire! website
- Keep a record in a place accessible to his/her line manager in case of absence or illness.

3. **Responding to applicants**

3.1. The selection process is two way. Prospective applicants will judge Inspire! on the response of staff and the information they receive. All applicants should be given the same information.

3.2. A member of staff who receives an enquiry about a post should: -

- Write down the applicant's details and where the applicant saw the advertisement
- Pass the information to the nominated Administrator responsible for recruitment to that post

3.3. The nominated Administrator will: -

- Circulate a memo to other staff with details of the closing and interview dates to enable them to respond to enquirers in an informed way
- Record the details of enquirers on a specific database with the date of enquiry
- Keep the list of names of enquirers and applicants confidential

4. **Dealing with applications**

4.1. The nominated Administrator will: -

- Save applications in a folder within the Recruitment mailbox
- Number application forms with a candidate number. Record the number on the data base
- Separate completed equal opportunities forms and personal details from the application forms

Preparing for shortlisting

4.2. Shortlisting will be undertaken by a panel of at least two members of staff agreed with the Chief Executive

4.3. The nominated Administrator will: -

- Send a copy of this policy to all members of the panel, confirming dates and venues for both shortlisting and interviews
- Print the application forms, first concealing personal details, and attach together so there is one candidate pack for each member of the interview panel
- Print shortlisting grids for the panel

5. **Shortlisting**

5.1. Shortlisting should be impartial, against the agreed person specification and based on evidence supplied by the applicant, not on prior knowledge.

5.2. The Chair will:

- Check that those shortlisting understand the process and the scoring system
- Discuss good practice in relation to disabled applicants and data use
- Ask the members of the panel if they know any applicants
- Decide if it is appropriate for anyone who knows an applicant to stay on the panel.

5.3. Those shortlisting candidates will

- Scrutinise applications for any anomalies or discrepancies, gaps of employment, repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to supply teaching or temporary work. Any anomalies are noted and form part of the judgement as to whether to shortlist or to explore at interview stage or to check with previous employers prior to being invited to interview.
- Score all candidates against the essential and desirable criteria, working individually, without consulting other members
- Record scores and comments on the shortlisting grid.
- Total and share scores against the essential criteria

- Discuss the scores of any known applicant explicitly to discount any bias if he or she scores well enough to be on the shortlist.
- If too many applicants meet all the essential criteria to be interviewed, score the top scoring applicants against the desirable criteria.
- Decide on the final shortlist

5.4. The Chair of the panel is responsible for:

- Ensuring candidate papers are collated so comments can provide the basis of feedback
- Giving feedback to unsuccessful applicants if requested
- Organising communication with shortlisted candidates about the interview process.

5.5. Papers for each candidate should be collated from all panel members at the end of the shortlisting procedure and stored in a safe place for 6 months.

6. Interview panel

- 6.1. Inspire! serves a diverse community so the panel should, if possible, reflect a gender and ethnic mix. The minimum size for the panel is three members and for Leadership Team posts should include at least one trustee.
- 6.2. The panel need not be the same for both shortlisting and interview. However, in the interests of fairness and equal opportunities, at least one members of staff should be involved in shortlisting and interviewing
- 6.3. The Chair of the interview panel, normally the Chief Executive or the prospective line manager for the post advertised, must have knowledge of the recruitment policy. The Chair has responsibility for ensuring that procedures are understood and followed and that arrangements are agreed with the Inspire! Chief Executive.
- 6.4. We aim to ensure that staff who may chair an interview panel have had appropriate training.

7. Interview arrangements

7.1. The Chair of the panel will:

- Draw up the interview process to allow applicants to be judged against all criteria as well as possible, in an appropriate manner, for example formal interview, presentation, observed discussion, tasks relevant to the job description.
- Decide whether it is appropriate to the post to give candidates questions in advance of the interview, under controlled circumstances
- Decide which criteria will be judged and how the various elements of the process will weigh in the final selection of the successful applicant.
- Draw up questions for the interview, checking how they relate to the person specification and job description
- Confirm the process and questions with the Chief Executive or delegated line manager and with the panel, some or all of whom should have been involved in the drafting stage.
- Draw up the schedule for the interview day(s). Care should be taken that the date does not clash with religious days and that the venue is accessible.

- Write the letter for successful applicants, inviting them to interview, with details of the interview panel, any tasks to be completed beforehand, information about completion of the self-disclosure form, (i.e. that they should bring it with them to interview completed and in the sealed envelope) and asking them to confirm attendance and any needs in terms of diet or access.
- Discuss the interview process and requirements in detail with the Administrator and any other staff who will be involved in helping the interview days to run smoothly.

7.2. The Administrator will:

- Record the outcome of the shortlisting on the data base
- Send letters including self-disclosure forms out to shortlisted candidates with the necessary details, telephoning in advance if the timescale is short and recording the date of posting.
- Remind candidates that if successful, they would be required to complete a DBS barred list check and undertake an enhanced DBS check. Candidates will be asked to bring with them documentary evidence of their identity that will satisfy DBS requirements (driving licence with photo, passport, birth certificate plus a document such as a utility bill that shows the candidate's current name and address)
- Ensure that, if being recruited by the school and where appropriate, candidates are aware that they need to provide actual certificates of professional qualifications
- Ensure that if the candidate has lived or worked outside the UK, additional checks are made to ensure suitability for employment including proof of the right to work in the U.K and any additional appropriate evidence of suitability to work with children. These further checks will include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the [NCTL Teacher Services'](#) system
- Inform any candidate who has submitted an email application that they will be required to sign it at interview
- Organise all the physical arrangements for the interviews – venue, hospitality, access, papers and resources for both panel members and candidates.
- Write to request references, enclosing the job description, person specification and agreed information about Inspire.
- Confirm the list of candidates attending the interview. If anyone withdraws, inform the Chair of the panel and reorganise the interview arrangements accordingly.
- Confirm interview arrangements with the panel. Each member should have a pack with details of the post, copies of application forms and accompanying papers, details of tasks, scoring sheets, the schedule for the day.
- Ensure that each candidate has the same amount of preparation time if a copy of the interview questions is to be made available on the day

8. References

8.1. The Administrator will

- Record receipt of two references
- Inform the Chair of the panel when a reference has been received (or, if it's after the interview day, the Chief Executive or delegated line manager)
- Store references in a safe place

- Contact referees by phone if a reference has not been received by two weeks after it was requested to request that a reference be sent as soon as possible

8.2. Where posts involve working with children and young people, referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's suitability for the post

9. Interview process

9.1. Candidates should be welcomed on arrival and made to feel as comfortable as possible, checking that any access needs have been met and giving information about facilities, waiting areas and what they should expect to happen.

9.2. The day may start with a general introduction to all candidates about the job and Inspire!. If candidates are given this information separately, because of staggered times, the Chair of the panel must ensure that the information to be given is agreed beforehand, to ensure fairness. The Chair should talk about the nature of the job so that disabled candidates can judge what access requirements they may have.

9.3. Before the interviews start the Chair will

- Ensure that arrangements for any tasks are properly supervised and organised and that candidates have enough information about what is to happen
- Ensure that glasses and water are available for both the candidates and the panel
- Check that the panel members understand the process and the scoring system
- Ask the members of the panel if they know any candidates

9.4. At the beginning of each interview the Chair will

- Welcome the candidates and try to put them at their ease
- Explain to candidates the process and purpose of the various elements of the interview including any involvement of people other than the formal interview panel, if relevant
- Ensure that any candidate who has submitted an application by email signs the application in person to confirm the information it contains.
- Explain the purpose of the self-disclosure form and the process for accessing the information, i.e. that it will be destroyed, unopened, if an offer of employment is not made, and only opened once an offer has been made.
- Explain what to expect in terms of different questions being asked by different people
- Let candidates know that if they do not understand a question they can ask for it to be repeated or asked in a different way

9.5. The interview process should be impartial, judging candidates on their performance in the agreed tasks. The panel must decide on the basis of this evidence which candidate best meets the person specification and is most capable of working with the Inspire! team to fulfil the responsibilities in the job description.

9.6. Candidates will also be evaluated on their ability to demonstrate commitment to safeguarding and protecting the welfare of children and young people, ability to respond

to any queries regarding gaps in employment history, and ability to respond to any concerns or anomalies arising from the application or from previous employers. If the panel is not satisfied, no one will be appointed.

9.7. Candidates will always be required to declare any information that is likely to appear on a DBS check.

9.8. At the end of each interview the Chair will:

- Ask candidates if they have any questions
- Check that they would accept the job if it was offered to them and if so, when they would be available to start work
- Explain when candidates will be contacted about the outcome of the interview and check telephone numbers and times candidates will be available
- Inform candidates how they can obtain feedback and when

10. Questions

10.1. Questions should draw out information to judge the most suitable person for the job.

10.2. The panel will

- Ask the same core questions in the same way to all candidates to ensure fairness with the exception of those questions that may arise in 10.6
- Ask for clarification if an answer is not clear or the candidate appears to have misunderstood the question, taking care not to prompt an answer by giving information.
- Recording where a prompt has been given and why.
- Ensure that, if a question is asked in relation to information on the application form, all candidates are asked a similar question
- Not ask questions about family responsibilities, Trade Union activity, sexuality, gender or ethnic origin, marital status, political or religious belief – but may discuss such issues if raised by the candidate.

10.3. In the case of a disabled candidate the Chair will ensure that

- The candidate is given the same opportunity as other candidates to answer the core questions.
- The issues of access or adjustments to the job will not be discussed unless raised by the candidate
- Any such discussion is conducted sensitively and information given is not used to discriminate

10.4. Where the post involves access to children the Chair of the panel will: -

- Decide if it is appropriate to query and discuss any information disclosed in a reference

11. Selection of the successful candidate

11.1. It is important to base decisions about a candidate's suitability on objective information

11.2. Following each interview the panel will

- Wait to make any response until after the candidate has left the room
- Score all candidates against the essential and desirable criteria, working individually, without consulting other members and noting evidence to support the score

11.3. After all the interviews the panel will

- Total and share scores first.
- Discuss each candidate in turn, starting with the one who has scored lowest and, if a candidate is known to the panel, considering explicitly whether this might have affected the scoring
- Decide which candidate is best for the job by discussing the top scoring candidates in detail
- Agree the reasons for selection of the successful candidate
- Agree the main points of feedback for unsuccessful candidates – which may be all the candidates if no one is judged to be suitable
- Ensure mutual satisfaction with candidate's response to any anomalies

11.4. The Chair of the panel will

- Check the references (if they've been received) with the panel after the decision has been made in principle, to ensure that there are no contra-indications
- Record the reasons for selection, i.e. why the candidate selected is considered to be the best person, and main points of feedback
- Contact candidates as soon as possible to let them know the outcome of the interview starting with the successful candidate
- Ensure that self-disclosure forms relating to unsuccessful candidates are destroyed
- Open the self-disclosure form relating to the successful candidate once an offer of employment has been made and making the Chief Executive aware of any content to initiate a discussion on the extent to which it may impinge on that candidates ability to carry out the role effectively and appropriately.
- Offer candidates feedback and ask if they would like to comment on the process
- Confirm the decision in writing to all applicants, thanking them for making the application and wishing them well for the future
- Draft the letter of appointment, which will be signed and sent by the Inspire Chief Executive
- Send letters of thanks to the panel, referees, hosts and anyone else involved in the interview process

12. Offer letters

12.1. Letters offering appointment should be congratulatory and welcoming but must also give the appointee essential information. This will include

- Ensure that all necessary checks are carried out
- Any conditions on which the offer is made eg. receipt of satisfactory references, necessary DBS checks, health check, right to work, qualifications, self-disclosure form, verification of candidate's medical fitness to work
- Information about where and when to arrive on the first day
- Confirmation of the salary and main work terms and conditions

- Information on Stakeholder Pension Scheme, P46 form, method of pay form, and where appropriate, DBS Disclosures Policy
- A request that the offer be accepted in writing

13. **Recruitment to specific roles**

- 13.1. For teaching posts, Teacher Services system will also be used to verify qualified teacher status (QTS) and the completion of teacher induction and teacher probation periods.
- 13.2. The Chief Executive and members of the school governing board will be subject to an enhanced DBS check, and 'children's workforce independent schools' will be specified in the parameters for that check so that a section 128 check can be carried out, ensuring that candidate is not prohibited from taking part in the management of a school.
- 13.3. All trustees and governors of Inspire! will undertake a DBS check when appointed.

14. **Record keeping, monitoring and pre-appointment checks**

14.1. The nominated Administrator will

- Organise a personnel folder for the successful candidate
- Ensure receipt of evidence of candidate's right to work in the UK, copies of identification documentation, completed DBS barred list check, application for DBS, and copies of evidence of qualifications
- Ensure that candidate records are collated and stored in a safe place, with separate folder for the records of candidates invited to interview and the reasons for appointment
- Store all relevant information on the Single Central Register
- Analyse equal opportunities forms in relation to ethnicity, gender and disability and record the data

14.2. The Chief Executive will arrange for the interview process to be monitored from time to time to ensure consistency.

15. **Reporting discrepancies**

Where the candidate's name appears on a DBS barred list list, where references or vetting raise concerns, where they have provided false information, or where there are serious concerns about the candidate's suitability to work with children, the Chief Executive will pass on information to the relevant authorities, who may include the DBS, professional bodies, the police or the DfE.

16. **Single Central Record**

Inspire! will keep a single central record, referred to in the regulations as the register. The single central record covers all staff (including supply staff, and teacher trainees on salaried routes) who work at the organisation. Confirmation that these checks have been carried out, along with the date the check was undertaken/obtained, will be logged on this record for all employees of Inspire!

17. **Post appointment induction**

Inspire! recognises that all safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. Inspire! will therefore provide all newly appointed staff and volunteers will have an induction programme that includes:

- Details of Inspire! policies and procedures (e.g. child protection, anti-bullying, equal opportunities, internet safety, grievance procedures, behaviour for learning)
- For posts involving work with children and young people, details of school safeguarding policies and guidance on safer working practices.
- Review of job description and identification of any support needs
- Overview of behavioural expectations of employees
- The opportunity to discuss issues or concerns about the role
- Overview of the performance review process