



Safe Practice Policy

Ratified: **Spring 2017**

To be reviewed: **Every two years**

Next review: **Spring 2019**

HUMAN RESOURCE PROCEDURES FOR SAFE RECRUITMENT

It is essential the process outlined is strictly adhered to when new appointments are being made. It is the governing Body's responsibility to ensure that safer recruitment checks are carried out in line with statutory requirements set out in the DfE guidance.

1. Business Leader to advise HR Manager that there is a requirement for recruitment of new personnel.
2. HR Manager to amend advert using advertisement template following school house style, and to insert appropriate content for advertisement. Ensure phrase 'This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applicants'.
3. HR Manager to submit copy of advertisement with job description and person specification to Business Leader for approval.
4. Business Leader/ HR Manager to confirm budget available for advertising with the Finance Officer.
5. Business Leader to return approved advertisement, job description and person specification to HR Manager in order to place the advertisement, job description and person specification in whichever appropriate selected media. Closing date to be confirmed with Business Leader with a minimum of two weeks advertising period.
6. HR Manager to receive a copy of the job advertisement, job description and person specification to place advertisement, job description and person specification on the school's website.
7. All applications for the vacancy to be returned to the Business Leader by closing date as indicated on advertisement which must be scrutinised to ensure fully completed including full employment/study history.
8. Once closing date is reached Business Leader will forward applications to Head Teacher/SLT for sifting.
9. Head Teacher/SLT sifts for shortlist of candidates.
10. HR Manager sends invitation letter to candidates providing relevant information, asking regarding any disability requirements, advising them that they are to bring relevant documents for proof of identity and address. If a candidate is unsuccessful these documents are to be shredded.
11. The invite to interview will also contain times, location of interview and who candidates report to on day of interview. Consideration to be given to allowance of sufficient time to gather request references.
12. Reference requests (on standard form) will be sent out by HR Manager immediately.
13. A copy of all reference requests to be returned to Headteacher/SLT via HR Manager.
14. Head Teacher and Business Leader to liaise regarding needs for special requests in the interview letter i.e. prepare suitable work to teach/disability.

15. HR Manager to monitor receipt of references and chase any not received of the short listed candidates in order to receive all before the interview date.
16. The interview panel will consist of at least one interviewer who has completed a Safer Recruitment in Education course.
17. Agreed question criteria to be used during interview (same for all candidates) for recording responses, concerns, scores etc., and to be an aid for feedback to unsuccessful candidates if required. Scores to be recorded on interview scoring grid.
18. As candidates arrive for interview they should provide for photocopying proof of identity, address and eligibility to Work in the UK; preferably a passport. Candidates for teaching posts should also bring copies of relevant teaching examination certificates.
19. Should a relevant document for proof of identity not be provided, the Headteacher/SLT will make a decision as to the interview proceeding.
20. Application form of successful candidate to be forwarded to HR Manager.
21. Head Teacher/Business Manager to advise HR Manager to enable salary assessment.
22. HR Manager to arrange a conditional offer of employment letter along with all necessary documents to be sent to successful candidate. All job offers are subject to proof of identity, the receipt of 2 satisfactory references, Enhanced DBS check, satisfactory medical check, evidence of qualification, and proof of eligibility to work in the United Kingdom.
23. It is necessary for new members of staff to have DBS clearance before start date. Should this not be achievable due to delay with relevant police authority, a risk assessment must be in place. 2 satisfactory references must be received before the risk assessment can be completed.
24. Until the school is in receipt of two satisfactory references, and the risk assessment is completed, along with a List 99 clearance, the successful candidate cannot begin their employment with the school. References will be scrutinised.
25. From information available on Teacher's Application form, the successful candidate (teaching) is to be checked against the Teachers Prohibition List. If date of birth and GTC number are not yet known this check is to be carried out immediately once information is received, usually when all documents are presented for verification.
26. Once the HR Manger is in receipt of all documents, references including DBS clearance the HR Manager will then enter all contractual and salary details onto staff database and arrange

security and ID passes to be issued.

27. Pensions Department must be notified of start date etc., on specific form of new member of staff.
28. Payroll to be informed of starter details.
29. Recruitment and HR Manager to ensure all references are provided and forwarded to Headteacher for scrutiny. Recruitment and HR Manager will monitor all outstanding references and follow up where necessary.
30. All support staff are to be placed on a six month probation period, with a review after two, four and six months. Dates should be time-tabled in accordance with start date of candidate.
31. HR Manager to produce the new employee's contract signed within the legally required time period by the Chair of Governors. Two copies to be forwarded to the new member of staff for signature, with one to be returned and placed on their file.
32. Induction to be arranged to include procedures regarding C/P and H & S. Induction forms given to employee including AUP, Data Protection and current relevant Child Protection documentation to be read, signed and returned (including Staff suitability form and most current 'Keeping Children Safe in Education').