



Nottingham Nursery School & Training Centre

Safer Recruitment Policy

Adopted by the Governing Body March 2018

To be reviewed March 2019

NNSTC has access to Recruitment and Selection Guidance for Schools in the People Management Handbook for Schools (PMH4S), which it is recommended that they read in conjunction with this policy. NNSTC should always seek further guidance from their HR advisors as required.

1. Scope

- 1.1 This procedure is recommended to governing bodies for adoption by schools and should be applied thoroughly whenever someone is recruited to work, volunteer or undertake a student placement in a school.
- 1.2 The City Council will not accept liability for any actions, claims, costs or expenses arising out of a school's decision not to follow this recommended policy or guidance, or where it is found that the school's governing body has been negligent or has acted in an unfair or discriminatory manner.

2. Policy Statement

- 2.1 Nottingham Nursery School & Training Centre is committed to safeguarding and promoting the welfare of children and young people in its recruitment practice and expects all school based employees and volunteers to share this commitment.
- 2.2 Good practice and equality of opportunity are integral to the school's recruitment and selection processes, which will be approached in a fair, equitable, transparent and effective manner.
- 2.3 The principles of this policy apply to all recruitment processes undertaken at the school, whether external or internal, with the aims of:
 - protecting the children and young people at the school and ensuring all possible precautions are taken to prevent unsuitable people from being employed here;
 - selecting the best people to work in the school, with the right combinations of knowledge, competencies and personal attributes;
 - ensuring that processes are fair and transparent and do not discriminate against any groups or individuals.
- 2.4 The governing body and headteacher will ensure that the following statement (or similar) will be included at all opportunities during the recruitment process (e.g. advertisement, application pack, invitation to interview etc):

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

- 2.5 In cases of redundancy and redeployment, the school may apply flexible internal recruitment practices in order to avoid potential redundancies wherever possible; however, the underlying principles in 2.3 will prevail.

3. Responsibilities

- 3.1 The governing body of Nottingham Nursery School & Training Centre are responsible for the management and implementation of this policy and will ensure that all involved in the recruitment process in the school are aware of their responsibilities and have received the necessary training.
- 3.2 In most cases the governing body will delegate, to the headteacher, the recruitment process for staff appointments outside the leadership group (i.e. other than headteachers, deputy headteachers and assistant headteachers). The governing body will delegate these functions unless there are good grounds not to do so, guidance on which is contained in chapter 2 of *Guidance on Managing Staff Employment in Schools 2009* (www.gov.uk/government/publications/managing-staff-employment-in-schools), which provides guidance in relation to the *School Staffing (England) Regulations 2009*.
- 3.3 The governing body and headteacher (as appropriate) will ensure that every recruitment panel includes a minimum of one person who has completed a recognised Safer Recruitment in Education training course (the City Council's Safeguarding team can provide details of approved courses).
- 3.4 In line with the provisions of the *School Staffing (England) Regulations 2009*, the governing body will keep the City Council informed of any leadership group vacancies. The local authority has a statutory entitlement to send a representative to the selection processes for leadership group vacancies (and any other teaching post) in order to offer advice. If the local authority decides to send a representative, the governing body must consider the advice given when reaching a decision. The governing body may choose to invite a representative of the City Council to provide advice on the recruitment process for any teaching or leadership post within the school, where the authority has not requested participation; however the representative will not participate in the final selection decision.
- 3.5 The governing body will undertake equality monitoring of its recruitment and selection decisions and will regularly review the composition of its workforce. (The HR Advisory service can provide support with this activity.)

4. Legislation

4.1 The governing body will ensure that the school is compliant with relevant legislation, including:

- Statutory guidance from the DfE entitled *Keeping Children Safe in Education (September 2016)* issued under Section 175 of the *Education Act 2002*. This can be found on the Gov.uk website and details that governing bodies are required to ensure that their functions are carried out with a view to safeguarding and promoting the welfare of children and sets out the legal duties with which schools and colleges must comply. Schools must adopt recruitment and selection procedures that help deter, reject or identify people who might abuse children or are otherwise unsuited to work with them. The document states that governing bodies should ensure that all staff read at least Part One of the guidance, entitled *Safeguarding information for all staff*.
- Statutory provisions of the *School Staffing (England) Regulations 2009*, as covered in the *Guidance on Managing Staff Employment in Schools* (see 3.2 above)
- The requirements of other legislation intended to protect children such as the disqualification provisions of the *Childcare Act 2006*, and *Working Together to Safeguard Children 2015* which puts the school's responsibility for safeguarding and promoting the welfare of pupils in the wider context in relation to other agencies and highlights the responsibilities of schools to ensure that they fulfil their role consistent with the statutory duties of the City Council;
- Employment legislation, particularly the provisions of the *Equality Act 2010* and the right to work requirements of the *Immigration, Asylum and Nationality Act 2006*.

For HR Advisory customers, further details can be found in section 4 *Recruitment and Selection Guidance for Schools* or from the school's HR advisor.

5. Checks and Records

5.1 The governing body and headteacher will ensure that all necessary checks have been carried out, and appropriately recorded in the Single Central Record, prior to staff commencing their roles in the school. The school business manager is responsible for undertaking these checks.

5.2 The specific checks required for each position will vary according to the role being recruited for and schools will need to assess which are appropriate in each case.

The Part Three, entitled *Safer recruitment*, of the DfE's statutory guidance *Keeping Children Safe in Education September 2016* provides detailed information on pre-appointment checks (and the checks required for other people working at or visiting the school) and the recording of checks on the single central record.

All staff (including agency or supply staff) recruited to work in the school must satisfactorily pass the following prior to commencing their role:

- at least two satisfactory references (including last employer and at least one reference relevant to their work with children)
- proof of their right to work (to comply with the *Immigration, Asylum and Nationality Act 2006*) – to include photo identification
- enhanced DBS check (with or without barred list depending on whether they will be carrying out regulated activity)
- disclosure of any convictions (spent or unspent) consistent with exemption from the *Rehabilitation of Offenders Act 1974*
- verification of medical fitness

Other post-specific checks will include:

- compliance with disqualification requirements under the *Childcare Act 2006* – completion of the disqualification by association statement
- verification of relevant qualifications required by the job
- verification of professional status where required e.g. qualified teacher status using the Employer Access Online service
- verification of successful completion of the statutory induction period (applies to those who obtained QTS after 7 May 1999) using the Employer Access Online service (for teaching posts)
- prohibited check using the Employer Access Online service (teachers only)

5.3 Whilst not usually the result of recruitment activities, the governing body and headteacher are also responsible for ensuring that checks are carried out, where appropriate, for any other people undertaking work (paid or voluntary) on the premises.

Volunteers offered an opportunity in the school must satisfactorily pass the following prior to commencing their role:

- at least one satisfactory references (relevant to their work with children)
- enhanced DBS check (with or without barred list depending on whether they will be carrying out regulated activity)
- disclosure of any convictions (spent or unspent) consistent with exemption from the *Rehabilitation of Offenders Act 1974*
- verification of medical fitness
- compliance with disqualification requirements under the *Childcare Act 2006* – completion of the disqualification by association statement

For students offered a placement in the school, the governing body and headteacher will require written confirmation of the placement from the university or college in addition to;

- enhanced DBS check (with or without barred list depending on whether they will be carrying out regulated activity)

- disclosure of any convictions (spent or unspent) consistent with exemption from the *Rehabilitation of Offenders Act 1974*
- verification of medical fitness
- compliance with disqualification requirements under the *Childcare Act 2006* – completion of the disqualification by association statement

For all other people in school, the governors and head teacher will make a decision on a case by case basis, depending on the role.

Part Three - *Safer recruitment*, of the DfE's statutory guidance *Keeping Children Safe in Education September 2016* provides detailed information on checks.

5.4 If there is a requirement for employment to commence prior to satisfactory completion of the necessary checks, this must be agreed by the head teacher and a pre-DBS risk assessment must be completed by an appropriate line manager designated as follows:

- Staff – Head Teacher
- Students – Student Placement Co-ordinator
- Volunteers – Volunteer Co-ordinator

The pre-DBS risk assessment will at least state that the person has no unsupervised contact with children and relies on the enhanced DBS application having been submitted. Under no circumstances will a pre-DBS risk assessment be agreed if the enhanced DBS application has not been made.

5.5 The governing body and headteacher will ensure that the school complies with statutory requirements for information on checks to be recorded and retained on the school's single central record. This also includes any checks necessary for those not directly employed by the school, such as governors.

5.6 The governing body and headteacher will ensure that all application forms, shortlisting notes, interview notes and any other documentation from recruitment processes is securely retained by the school for 12 months from the end of the process. After this period, they should be destroyed in a confidential manner.

5.7 The governing body and headteacher will keep the City Council informed of any challenges to the outcome of recruitment and selection processes that have the potential to escalate and may have a material or reputational impact on the school or the Council.