

## **SAFER RECRUITMENT POLICY**

### **THE ETHOS OF IQRA ACADEMY**

IQRA means 'Read '

**I**mprovement  
**Q**uality  
**R**espect  
**A**chievement

### **Aims and Objectives**

Safeguarding and promoting the welfare of children and vulnerable adults is an integral factor in Iqra Academics recruitment process and plays an essential part in creating a safe environment for children and vulnerable adults.

This document sets out the duties and responsibilities of all staff at Iqra Academy in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at Iqra Academy including those who may not have direct contact with children and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education 2015, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. We also comply with Bradford Safeguarding Children Board procedures and ensure that all supply agencies and many contractors supplying services to the School use Safer Recruitment practices.

*This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Complaints and Grievance Policy and Whistleblowing Policy.*

If any concerns or breaches are raised, however remote, these will be reported to the Board for a final decision. A record of the decision making process will be placed on personnel confidential file.

### **Safer Recruitment Training**

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with safer recruitment training. At our academy, the following people hold this certificate and therefore at least one will be involved in every recruitment process:

Shahnaz Anwar-Bleem (Principal)

Nicola Gilpin (Deputy Head)

Jill Shovlin (Deputy Head)

Karen Crowley (Business Manager)

Gillian Croft (Office Manager)

Lindsey Dodsworth (Foundation Stage Manager)

Parwaiz Bashir (Chair of Governors)

Emmerson Walgrove (Governor)

### **Elements of Safer Recruitment**

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. Iqra Academy uses its own application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience by fully investigating any gaps in employment/training history records until the Academy is satisfied the candidate does not pose a risk to children;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register check (for teachers).

The checklist at **Appendix 1** is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references.

## **Interviews**

The selection process for people who will work at Iqra Academy always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines. A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

## **Conditional offer of Employment – pre-employment checks**

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone.
- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate; disapplication by association check list for EYFS staff
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online)

**NB** In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

## **Post-Appointment: Induction**

There is an induction programme for all staff newly appointed to our academy, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the academy;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.
- to discuss the probationary period process (minimum 6 months).

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures – as referred to by the Bradford Safeguarding Children Board (BSCB);
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at Iqra Academy;
- how and with whom any concerns about those issues should be raised; and

other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

## **The Single Central Record**

We keep a Single Central Record as described in DfE guidance. The Office Manager is responsible for the day to day up keep of the SCR as directed by the Principal. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure); disapplication by association check list
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding

Children & Safer Recruitment in Education' (DfES 2006) paragraphs 4.65 to 4.71 for advice on staff who have lived or worked outside the United Kingdom).

The Single Central Record will be checked and signed off on a termly basis each by Designated Safeguarding Lead, Chair of Governors (or nominated governor) and a member of Senior Leadership Team.

**Supply Staff**

- We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.
- In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

**Declaration of Responsibility**

This Safer Recruitment Policy was reviewed and formally adopted by Iqra Academy on

..... Date

..... Signed Named Governor

..... Signed Principal

|                               |                          |
|-------------------------------|--------------------------|
| <b>Named Governor:</b>        | Emmerson Walgrove        |
| <b>Monitoring the Policy:</b> | Principal                |
| <b>Reporting to:</b>          | Governors ( <i>LMP</i> ) |
| <b>Next Review Date:</b>      |                          |

**Recruitment and Selection Checklist**

|                                      |  |
|--------------------------------------|--|
| Role Advertised:                     |  |
| Date Advertised                      |  |
| Name of Manager completing checklist |  |

| <b>PRE-INTERVIEW:</b>   | <b>Initials</b> | <b>Date</b> |
|---|-----------------|-------------|
| <p><b>PLANNING</b></p> <p>Timetable decided; job specification and description and other documents to be provided to interview panel, reviewed and updated as necessary. To be signed off by panel and to be retained in successful candidates file. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.</p> |                 |             |
| <p><b>VACANCY ADVERTISED</b></p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p>  |                 |             |
| <p><b>APPLICATIONS on receipt</b></p> <p>Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting</p>   |                 |             |
| <p><b>SHORTLIST PREPARED</b></p>  |                 |             |
| <p><b>REFERENCES – seeking</b></p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with children and vulnerable adults</p>   |                 |             |
| <p><b>REFERENCES – on receipt</b></p> <p>Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee</p>  |                 |             |
| <p><b>INVITATION TO INTERVIEW</b></p> <p>Includes all relevant information and instructions</p>   |                 |             |
| <p><b>INTERVIEW ARRANGEMENTS</b></p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards</p>  |                 |             |
| <p>Name(s) of person on recruitment panel who holds Safer Recruitment certificate</p> <p>Name</p>   |                 |             |

| <b>INTERVIEW &amp; POST-INTERVIEW:</b>   | <b>Initials</b> | <b>Date</b> |
|--|-----------------|-------------|
| <b>SUITABILITY FOR THE POST</b><br>Interview explores applicant's qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults   |                 |             |
| <b>IDENTITY</b> <ul style="list-style-type: none"> <li>Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure, disapplication by association check list for EYFS staff</li> </ul> |                 |             |
| <b>PREVIOUS EMPLOYMENT AND EXPERIENCE</b><br>Interview explores applicant's previous employment and experience in order to verify claims on application form   |                 |             |
| <b>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</b><br>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period  |                 |             |
| REFERENCES (if not obtained and scrutinised previously).   |                 |             |
| IDENTITY (if that could not be verified on the day of the interview)   |                 |             |
| QUALIFICATIONS (if not verified on the day of interview)   |                 |             |
| Permissions to work in UK, if appropriate  |                 |             |
| Criminal check – satisfactory DBS certificate received   |                 |             |
| DBS Barred list check – (for regulated activity)   |                 |             |
| Prohibition Register – (for teachers)  |                 |             |
| HEALTH – the candidate is physically and mentally fit, as required by the post   |                 |             |
| QTS – (if required)  |                 |             |
| INDUCTION – Child Protection training completed - basic awareness of H&S, e-safety, staff code of conduct, etc.  |                 |             |