



WEIS Safer Recruitment and Selection Policy 2023

Purpose

To confirm Wood Edge Independent School 'Recruitment and Selection Procedure', to potential purchasers of services.

Wood Edge Independent School is committed to achieving fairness and equality in employment. We aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of disability, race, colour, nationality, ethnic or national origin, religious beliefs, gender, marital status, sexuality or age*.

* Taking into account the minimum age for workers Standard 29.4 of Section 23(1) of the Care Standards Act 2000 'National Minimum Standards and Regulations for Children's Homes

Scope

This policy/procedure is applicable to all potential employees and current employees.

References

- Keeping Children Safe in Education - Dfe September 2016 / 2020 / 2021 / 2022
- Choosing with Care - Warner
- Personnel in Practice - Records and Procedures
- Care Standards Act 2000
- DBS Code of Practice
- Wood Edge School Safeguarding/Child Protection Policy 2021
- Equality Act 2010
- Sir Michael Bichard Report (Soham) 2004
- Employment Act 2008
- Health & Social Care Act 2008
- Wood Edge School Data Protection Policy

Wood Edge independent School's child protection policy is one which provides clear direction to staff and others about expected codes of behaviour in dealing with child protection issues. This policy also makes explicit, the Companies commitment to the development of good practice and sound procedures in relation to safeguarding in recruitment. All recruitment advertising reinforces the Companies commitment to safeguarding as noted below;

'These positions are subject to an enhanced Disclosure from the Disclosure & Barring Service (DBS).

Wood Edge Independent School is committed to safeguarding and promoting the welfare of all children and adults who use our services and as such expects all staff and volunteers to share this commitment.

We are dedicated to being an ethical and professional organisation. We believe in treating everybody fairly and equally and by creating a positive atmosphere for the people we support' support'.

5 Action

- 5.1 Each place of work has a Staffing Assignment that details all posts, hours and the present post-holders. This is also held in the Office.
- 5.2 Vacancies may only be filled or staff recruited for new posts after a request has been submitted to the Responsible Individual and approval has been received.
- 5.3 When it is agreed that the vacancy be filled, the Designated Manager will write a draft advertisement including the job title, location, salary details, brief description of the job role, brief description of the Company, a Safeguarding statement, closing date for receipt of applications and how to contact the Company for the application pack. Supporting documentation and advice may be sought from the Human Resources Section. At this stage an Interview Panel should be identified and an interview date and location booked.
- 5.4 The vacancy will be advertised in the publication that is the nearest main newspaper to the location of the job. In addition to this they may be advertised at Jobcentre Plus, local Colleges or Universities, on the Company website and dependent on the vacancy, other websites specifically designated for Social Workers.
- 5.5 Copies of all advertisements (where appropriate) will be circulated internally inviting existing staff to apply.
- 5.6 When the Company receives a request for an application form the potential applicant will be sent an 'enquiry letter' along with the Job Description, Person Specification, Disqualification Regulations Form, and the Aims and Objectives of the Company, the Recruitment Policy Statement, Safeguarding Procedure, School Prospectus (if applicable) and the Data Protection Act Statement. These should all be completed and returned.
- 5.7 All job applications will be acknowledged if a stamped addressed envelope is enclosed with the Application Form.
- 5.8 Staff concerned with the recruitment must ensure that they comply fully with the organisation's Equal Opportunities Policy and Safeguarding Procedures. They must also have received Safer Recruitment Training prior to participating in any interviews.
- 5.9 An Interview Panel and nominated Panel Chairperson will be established, membership will be dependent on the nature of the vacancy and the work base. However, the recommendation is that the Manager of the proposed place of work, a representative from the Human Resources Section and another Manager or suitable Senior Support Worker. The composition of the Panel will be discussed with and agreed by the Responsible Individual. Please note at least one member of the panel must have completed the appropriate safeguarding training.
- 5.10 When the closing date has been reached, the Manager (of vacant post) and at least one other staff member will go through the short-listing

procedure, which involves reading the applications, checking for gaps in employment and ensuring all short-listed candidates meet all the essential requirements of the person specification. These requirements include the candidates' suitability to work with children and that they are not disqualified from applying by virtue of any detail that is included on their Application Form or Disqualification Form.

- 5.11 When short-listing is completed all references will be sought for the short-listed applicants. The request takes the form of a letter, which includes a Reference Questionnaire, Job Description, Person Specification and a stamped addressed envelope. The requirement for references applies to all candidates whether internal or external.
- The employee will be sent a Principal Statement (of particulars of employment) within 2 months of commencement of employment.
- Where a person has previously worked in a position where duties involved working with children or vulnerable adults, so far as is practicable, verification of reasons why employment or position ended needs to be sought (as per Schedule 2).
- 5.12 A decision to interview, short-list or (eventually) offer employment will take no account of an applicant's trade union membership or non-membership.
- 5.13 At this stage we will not consider information gleaned from previous application forms or any personal knowledge we have of internal candidates. The information provided on the current application is the only information we will use to decide whether or not to short-list a candidate.
- 5.14 All applicants who are invited to an interview must be sent a letter advising of the time, date and place of the interview and also a map, if required, showing the location of the interview. They will also be asked to bring with them original certificates of academic/vocational qualifications. Candidates will also be asked to bring their birth certificate, passport, driving licence and a proof of address to verify their identity and to provide evidence for DBS application.
- 5.15 As part of the interview process for a Teacher of SEN/SEMH post, the candidate will be asked specific questions relating to children. These include disciplinary offences relating to children, employment history and previous experience.
- 5.16 On arrival for interview a designated person will 'look after' the candidate by offering a comfortable place to wait and refreshments. The designated person will also photocopy all certificates of qualifications/training, the registration certificates of relevant professional bodies, the birth certificate, driving licence and evidence of right to work in the UK.

- 5.17 If an applicant brings to the interview an 'applicant's' copy of the Disclosure certificate issued by the DBS to another Registered Body on no account should any copy or image be made of the disclosure¹. However, details should be recorded on the form "DBS **Disclosure Certificate Details** (by another Registered Body)" in order that there is evidence of the DBS disclosure certificate being seen in accordance with Section 4.3.3.6 of the DBS Code of Practice.
- 5.18 Where appropriate a skills test will form part of the interview. However, psychometric testing will only be used if the test has been validated in relation to the job, is free of gender, racial or other bias and is administered and validated by a suitably trained employee.
- 5.19 If a 'test' is to occur then a suitable private room should be provided for the candidate to work in. They should be offered a drink and then full instructions given for the 'test' to ensure that the applicant can complete it to the best of their ability. They should also be advised of what to do when they have completed the 'test' i.e. whether to hand the test to anyone in particular.
- 5.20 Interview questions should be appropriate to the level of the job and for all residential childcare officer posts the Warner Guide is referred to but paying particular attention to Safeguarding matters and to the Person specification. The Company reserves the right to alter the questions to suit the organisation's needs. The 'Question Grading Guide' will be used to record the responses and measure each candidate's responses against an agreed standard and each other.
- 5.21 In accordance with the organisation's Equal Opportunities policy attempts will be made to accommodate the particular needs of any person suffering from a disability within the meaning of the Disability Discrimination Act 1995 and Equality Act 2010 at all stages of the recruitment process.
- 5.22 All candidates should be contacted by telephone by the Chair of the interview panel or his/her delegate to be advised on the outcome of the interview as soon as possible after the decision has been reached. The Manager should inform the Human Resources Department of the telephone call in order that an appropriate confirmation of the outcome is sent to each applicant who attended for interview.
- 5.23 When a suitable candidate has been identified, a written offer of the job, specifying the salary (which must have been approved by the Head of Education or Responsible Individual will be made subject to satisfactory references, DBS checks, Declaration of Health and if necessary a medical report. Each letter offering a post must include a copy letter for the applicant to sign denoting acceptance of the post on the conditions set out in the job offer letter together with an Employee Personal details Form which requests information relating to name and address, emergency contacts, bank details and national insurance number and

¹ It is not acceptable to the DBS to photocopy or scan an applicant's DBS disclosure and hold this on file even though the applicant may be happy to give their permission. Wood Edge School are concerned re this limitation in the context of protecting children and evidencing that we have acted with a Duty of Care. That said we have no choice but to abide by the stated wishes of the DBS in this regard.

where necessary a Working Time Regulations Form.

- 5.24 At the same time as the job interview letter is sent the DBS Disclosure Application Form will be enclosed. This letter will advise the candidate to bring the relevant information with them including their completed form along with all the appropriate documents. Particular reference must be made to the Guidance Notes on the front of the DBS form. **N.B.** There must be a document less than 3 months old with the applicant's current address clearly indicated on it.
- 5.25 Included with the above two letters will be a 3rd letter asking for the appointee's 'Declaration of Health' which will be declared by completing a form which will be enclosed with the letter. Please note any offer is subject to the receipt of a declaration of health which is satisfactory to the Company. This may mean that 'reasonable' adjustments may have to be made to the person's workplace or work station and may include contacting the 'Access to Work' team at Jobcentre Plus. If the appointee is unable to perform their job role after due consideration has been made to the above then this will be discussed at interview.
- 5.26 In the case of internal promotions, the employee who is to be promoted must be made aware of the conditions attached to the promotion, e.g. salary, any other benefits, etc.
- 5.27 Starting dates will only be given after DBS checks, references and a declaration of health are received and deemed as satisfactory to the Company. Once a recruitment decision has been made DBS disclosures or any associated correspondence must not be retained for longer than 12 months.

All disclosures and other confidential documents issued by the Disclosure and Barring Service will be stored by the Human Resources Section in accordance with DBS requirements.
- 5.28 When acceptance of the job is confirmed all records will be entered onto the personnel database by the Human Resources Section and qualifications and training certificates entered up on the bespoke training database.
- 5.29 At this stage any documents that are outstanding will be requested from the relevant parties.
- 5.30 A file will be prepared to include all documents relating to the employee's employment. Correspondence between the Company and the employee will be kept at the rear of this file. All personnel files are 'signed off' by the Headteacher or Responsible Individual **prior** to a start date being arranged.
- 5.31 If Ofsted request sight of these files they should be directed to the front sections only.
- 5.32 On the first day of a new employee's employment they will be issued with a Company Induction Booklet and their manager will use this as the basis of their induction to the Company. Managers are responsible for ensuring that the induction process is such that new employees or those changing their employment within the Company are sensitively and

comprehensively welcomed to the Company.

- 5.33 All employees new to the Company will be interviewed on the completion of their probationary period. A recommendation as to whether the employment should be confirmed must be made in writing on the appropriate six-month Probationary Period Appraisal form and sent to Human Resources Section. The probationary period may be extended if there is some doubt as to whether the new employee is suitable (see Probationary Periods procedure).
- 5.34 If candidates decline the offer of employment the next suitable candidate can be offered the job or if there is no suitable candidate, then the process has to recommence.
- 5.35 This process is under constant review and may be subject to change.
- 5.36 **Agency Workers/Volunteers/Contractors**
- The use of Agency Workers should be approved, in advance, by a Senior Manager and should only be used from the Company's approved list. This also applies to Contractors/Volunteers on any of our sites. Contractors/Volunteers will always be accompanied by a member of Wood Edge School staff team.

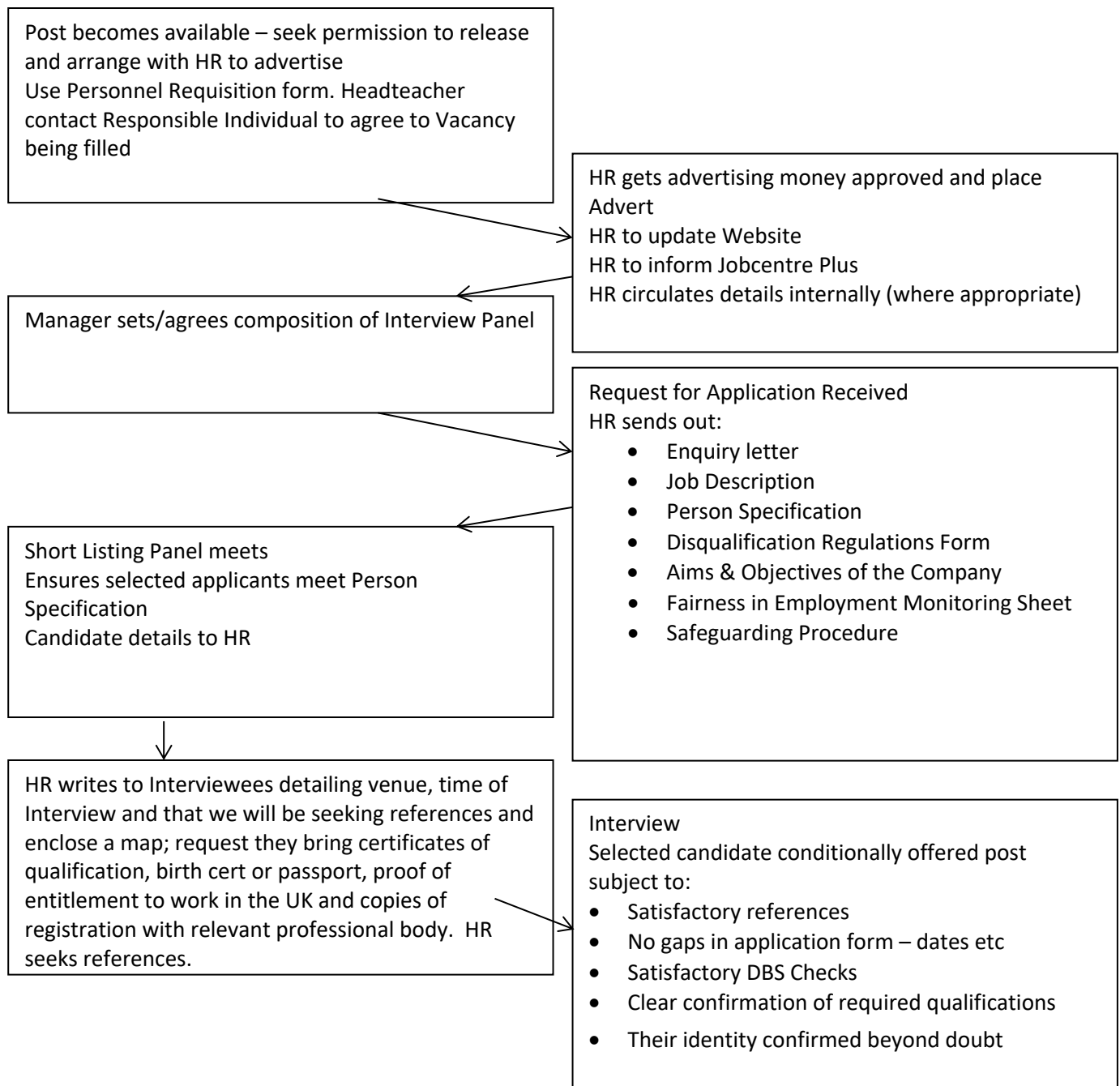


6 Documentation

Guidance Notes on Applying For A Post With Wood Edge independent School or Group of Companies

- Personnel Requisition Form
- Application Form
- Aims & Objectives
- DBS Disclosure Application Forms
- DBS Disclosure Certificate Details (by another Registered Body)
- Disqualification Regulations Form
- Declaration of Health Form
- Employee Personal Details Form
- Job Description
- Person Specification
- Recruitment Policy Statement
- Data Protection Act Statement
- Induction Booklet
- Reference Questionnaire
- Standard letters (templates)
- Stamped Addressed Envelopes
- Question Grading Guide
- Induction Booklet
- Working Time Regulations Form
- Probationary Period Appraisal Form
- Safeguarding Information
- School Prospectus (Education staff only)
- Principal Statement

Flow Chart



Starting Date

On no account must a starting date be offered to a person successful at interview unless all documentation meets requirements. In particular a valid DBS Check must be in place. A start date should not be given unless agreed by the Manager of HR and the persons prospective Line Manager. Both roles share responsibility in ensuring all documentation is correct. Prospective employee should be advised not to hand in notice to their current employer until this process is completed.



Wood Edge Independent School

Antony Maynard

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Head Teacher

October 2023