

# Safer Recruitment and Selection Policy



## LONDON EAST ACADEMY & AL MIZAN SCHOOL

ISLAMIC SECONDARY SCHOOL FOR BOYS & ISLAMIC JUNIOR SCHOOL

Date agreed	Chair of Governing Body	Headteacher	Review
Sep 2020	Hussain Shefaar	Askor Ali	Review as necessary

The Governing Body of Al-Mizan School (AMS) and London East Academy (LEA) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education<sup>1</sup> and the schools' policies that are relevant to the recruitment process.

The Governing Body will ensure that people are treated solely on the basis of their abilities and potential and ensure equality of opportunity for all. The school will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment and post-employment checks.

## **1. Delegation of appointments & constitution of appointments panels**

The Governing Body delegates the power to offer employment for the post of class/subject teachers, support staff and administrative posts to a panel comprising of at least three members of the governing body. In exceptional circumstances the Chair of the governing body may delegate the offer of employment to the Headteacher in writing. This will need to be ratified by the relevant Committee or the full governing body.

Any other appointments, such as Assistant Headteacher and/or Deputy Headteacher must comprise of at least five members of the governing body.

In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training in the last five years. In addition, at least one member will have undertaken general recruitment or equalities training.

The day-to-day supply and the recruitment of very short term<sup>2</sup> supply/temporary cover are delegated to the headteacher who will ensure that they are provided with a short induction and made aware of the schools' child protection and safeguarding policy/procedures.

## **2. Advertising**

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally, for example, in a newspaper, recruitment website or the schools' website. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff members are at risk of redundancy, vacancies may be advertised internally before an external advertisement.

## **3. Information for applicants**

All applicants for all vacant posts will be provided with:

1. A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification will also be provided.
2. An Application Form. CVs will not be accepted
3. An Information pack containing:
  - A letter from the headteacher or the chair of the governing body
  - a description of the school relevant to the vacant post
  - reference to the Safeguarding and Child Protection policy.
  - DBS and other pre-employment requirements
  - a statement that canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification
  - the closing date for the receipt of applications

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<sup>1</sup>Department for Education, September 2019

<sup>2</sup>Less than 10 consequent school days

- outline of terms of employment including salary

#### **4. Short listing and reference requests**

The selection panel will use an agreed short-listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for an interview.

The selection panel will take up at least two references on each short-listed candidate, preferably before the interview. If a candidate for a post working with children is not currently employed as a teacher, a reference will be sought from the most recent employment working with children to confirm details of their employment and their reasons for leaving.

Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

An example of a reference request is included in appendix A of this policy.

References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials or 'bearer references' i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies will be discussed with the candidate at interview.

If the field of applicants is felt to be weak the post may be re-advertised.

#### **5. Interviews**

The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:

##### **Briefing**

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

##### **Selection tasks**

All interviews will include selection tasks to assess the candidates' suitability for the applied post. For example, for a teaching post the candidates may be expected to teach a lesson.

##### **The formal interview**

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The process will also include questions to verify the candidates' mental and physical fitness to carry out their work responsibilities as detailed in the job description.

The recruitment documentation will be retained for six months from the date of interview. Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. After 6 months all information about unsuccessful candidates will be securely destroyed.

## **6. Offer of employment by the selection panel**

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure, teacher prohibition and barred list checks, pre-employment medical screening and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## **7. Personnel file and single central record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of the employment with the school including:

- application form – signed by the applicant
- relevant notes – including explanation of any gaps in the employment history
- references – minimum of 2
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- Certificate of Good Conduct (where applicable)
- evidence of medical clearance (where relevant)
- evidence of enhanced DBS clearance, Barred List and Teacher Prohibition checks
- offer of employment letter and signed contract of employment

A proforma for the above checklist to be placed at the front of the personnel file is attached in appendix B. The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

## **8. Start of employment and induction**

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken in accordance with the specific guidelines in Keeping Children Safe in Education<sup>3</sup>. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

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<sup>3</sup> DfE, September 2019

## Reference Request Form

Name of Applicant		Post applied for	
Name of Referee			

**Referees are asked to complete the following:**

**Background details**

Your relationship to the applicant (eg employer, line manager etc.)				
Role in which the applicant was employed		Annual Salary		
Reason for leaving		Would you reemploy the person	<b>yes</b>	<b>no</b>
The dates between which the applicant was employed by you				

**Specific Questions**

1. Please enclose a statement giving your opinion of the applicant’s suitability or otherwise for this post in the box below. It would be particularly helpful if you could give some indications of strengths and weaknesses in relation to the post details.
2. Are you aware of any reasons why the applicant may not be suitable for a post in a school where they will come into contact with children?

Please continue on a separate sheet if required

3. Please make an assessment of applicant from your experience

Area of assessment	Excellent	Good	Satisfactory	Poor	Not Known
Suitability to work with children					
Ability to prioritise and deliver					
Planning & assessment					
Teaching capacity					
Relationships with children					
Ability to work with others					
Relationship with adults					
Showing initiative					
Exercising responsibility					
Adherence to school policy					
Health					
Reliability					
Overall performance					

4. Are there any substantiated allegations or concerns relating to the safety/welfare of children?

Yes  No

5. Are there any disciplinary action pending against the applicant?

Yes  No

Please provide details if the answer to questions 4 or 5 is 'yes'

4. Is there any other relevant information about this applicant that you think would help the selection panel? If you wish to add any further information, please continue on a separate piece of paper.

**For your information – kindly read the passage below before signing the reference**

**This post is exempt from the provisions of Section 4(2) of the Rehabilitation Act 1974.**

The exemption makes it possible for you to reveal any information you may have concerning the candidate which would otherwise be considered as 'spent', in relation to this application and which you consider relevant to the applicant's suitability for employment. Any such information will be kept in strict confidence and used only in consideration of the suitability of this applicant for this post.

Signature:	Date:
Name of organisation:	Official Stamp (or please attach a compliments slip)
Position:	

**Thank you for completing and returning this request.**

# Al-Mizan and London East Academy

Checks at various stages of the recruitment process

## Employees' details

Full name: ..... Date of birth: ..... N/I: .....

Teacher No: ..... Role/post: .....

Permanent/Temporary      Hours: ..... p/w      Salary/Grade: .....      Other: .....

Full address: .....

Start date: .....      Date of leaving: .....      Reason: .....

	Name/initials (checks done by)	Date (check carried out)
<b>Planning</b>		
<input type="checkbox"/> Recruitment pack prepared with (a) Job description and person specification; (b) letter to candidates, and (c) application form <input type="checkbox"/> Job advertised stating enhanced DBS will be carried out		
<b>Shortlisting/interview</b>		
<input type="checkbox"/> Short-listed involving those who are to be in the interview panel using the selection criteria <input type="checkbox"/> Person on the panel with safer recruitment training was ..... <input type="checkbox"/> References obtained for short-listed candidates <input type="checkbox"/> Interview included questions to check mental and physical suitability		
<b>Pre-recruitment checks</b>		
<input type="checkbox"/> Identity verified – current photographic ID and proof of address <input type="checkbox"/> Professional qualifications verified (copies of above to be kept in file when appointed or shredded if <u>not</u> appointed)		
<b>Post-recruitment checks</b>		
<input type="checkbox"/> Right to work in the UK <input type="checkbox"/> Checks for people from abroad <input type="checkbox"/> Barred list/checked prohibition order issued by Secretary of State <a href="https://sa.education.gov.uk/idp/Authn/UserPassword">https://sa.education.gov.uk/idp/Authn/UserPassword</a> <input type="checkbox"/> Verified professional qualifications <input type="checkbox"/> Employment history and references <input type="checkbox"/> Reference from last employer <input type="checkbox"/> Second reference <input type="checkbox"/> Enhanced DBS checked – certificate no: ..... <input type="checkbox"/> Medical questionnaire		
<input type="checkbox"/> Information transferred to Single Central Record (SCR)		
<input type="checkbox"/> Induction checklist completed <input type="checkbox"/> General induction provided		