

RECRUITMENT POLICY

Next Gen Support Services

Approved by: Omar Salahuddin **Date:** 08/08/25

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This Staff Recruitment Policy has been produced in line with the DfE guidance 'Keeping Children Safe in Education'. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

RECRUITMENT AND SELECTION POLICY STATEMENT

- Next Gen Support Services is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Next Gen Support Services is committed to attracting, selecting, and retaining employees who will successfully and positively contribute to providing a valuable service.
- A motivated and committed workforce with appropriate knowledge, skills, experience, and ability to do the job is critical to the school's performance and fundamental to the delivery of a high-quality service.
- This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. The ultimate responsibility for recruitment and selection lies with the Governing Body.

PURPOSE

- To ensure the recruitment of all staff is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently, and fairly with all internal and external applicants.

AIMS AND OBJECTIVES

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process
- To ensure a consistent and equitable approach to the appointment of all school staff.
- To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against.
- To ensure the most cost-effective use is made of resources in the recruitment and selection process.
- Principles
- All applicants will receive fair treatment
- All applicant packs will include the job description
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on the recruitment and selection process as recommended by the DfE.
- Selection will be based on a minimum of completed application form, short listing and interview, but in the case of teaching staff will, whenever possible, involve the teaching of a class.
- Posts will normally be advertised.
- The Equality Act makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

EQUAL OPPORTUNITIES

Next Gen Support Services is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against.

An equal opportunities anonymous questionnaire is issued with the application form so we can report on the range of applicants within society that we receive. This questionnaire is not mandatory.

THE RECRUITMENT PROCEDURE

STAFF RECRUITMENT REQUEST

The Head or the Senior Management team (SLT) will approach the Governors to request additional or replacement staff.

The Governors will be required to carry out the following:

- Seek to understand the reason behind the request, for example a member of staff is to retire, or otherwise leave
- Ascertain that the post is required for Next Gen Support Services to continue to deliver the educational and student care services required by the school and other policies
- Be confident that the post cannot be filled by rearranging existing staff, where such a rearrangement does not cause undue strain to any student or member of staff
- Identify whether the potential post already has
- A suitable salary
- Whether new funding is required in its entirety or
- An existing salary may need enhancing

JOB DESCRIPTION, PERSON SPECIFICATION AND ADVERTISEMENT

The Governors having satisfied themselves that a post is required, a suitable job description, person specification and advert needs to be drawn up by the Head or SLT and agreed by the Governors.

The job description, person specification and advert are compiled and sent out to suitable publications and/or through other channels.

The advert includes an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974. The information enclosed includes a statement about Trinity's commitment to safeguarding children and that a full enhanced DBS is required from all applicants.

The description should also ensure that all applicants are aware of:

- The nature of the school
- The responsibilities/requirements of the role
- Indication of hours/days required
- Indication of salary and other benefits

APPLICATION FORM

A standard application form will be used to obtain a common set of core data from all applicants.

The pack also contains additional information necessary to check perspective candidates: criminal records self-disclosure declaration and a health declaration. Application packs are sent on request from any potential candidate. Criminal records disclosure is to be removed at shortlisting stage and then given should the candidate be offered an interview.

Applications are to be scrutinized by the recruitment panel including completing an employment grid to check for any gaps. Any gaps in employment history will be questioned.

SHORTLISTING

Responses are sifted, using specific criteria, appropriate to the post being advertised. At least one person on the panel must have completed the safer recruitment training. Short-listed candidates will be invited for interview. In the case of teaching staff, applicants will, whenever possible, be observed teaching a class. References for interviewees will normally be requested at this stage where permission is given. References are to be scrutinized by the recruitment panel and any concerns be taken up with the applicant at interview.

INTERVIEWS

The interview will assess the merits of each candidate for the post and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

Where appropriate a question on safeguarding will be asked during the interview.

A minimum of two interviewers will form the interviewing panel and one of these will be a Governor. At least one person on the panel must have completed the safer recruitment training.

Where a candidate is known personally to a member of the selection panel this will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- The candidate's attitude toward children and young people.
- His/her ability to support the school's agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history using the proforma.
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee.
- Ask the candidate if they wish to declare anything considering the requirement for a DBS check.
- Bring ID – passport, NI number and proof of qualifications if applicable.

Should references not be obtained at shortlisting stage, then it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.

CONDITIONAL OFFER OF APPOINTMENT

A conditional offer of employment is made to the successful candidate and a start date is given subject to satisfactory pre-employment checks (see point 7). Unsuccessful candidates are informed of the outcome of their application.

PRE-APPOINTMENT CHECKS

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

- Verification of the candidate's identity using photographic ID and proof of address
- Verification of eligibility to work in the UK (right to work – passport, NI)
- Overseas check, EAA and other areas checks (where appropriate)
- Verification of the candidate's mental and physical fitness to carry out their role (Health declaration form)
- The receipt of two satisfactory references
- Verification of qualifications where applicable (copies to be kept for file)

- Verification of professional status of Teachers where required e.g. QTS status (unless properly exempted), NPQH (online check)
- Verification of successful completion of statutory induction period for teachers (applies to those who obtained QTS after 7 May 1999)
- Disqualification from childcare where relevant (self-declaration form)
- A check of the Barred List (if in regulated activity with children). This is normally checked as part of the DBS process. In any case where the person needs to start before the DBS check is cleared, a separate barred check will be obtained.
- Obtaining a DBS Enhanced Disclosure as applicable under the Keeping Children Safe guidance.
- Where a DBS check is brought from previous employment, it must be relevant and current (less than 3 months), without a gap of service of three months or longer and to the level needed for the role. In this instance a new child barred check will be taken.
- Where a DBS is taken, but candidate is needed to start as soon as, or it is not likely to be cleared a day before the agreed start date, then, a barred list check must be carried out before the applicant can take up their post and a risk assessment completed while the DBS is still being processed.
- A check using the Online Service to see, where relevant, if a prohibition from teaching or/and from management exists against the individual or not

All checks will be:

- Documented (dated and initialled) and retained on the personnel file
- Recorded on the school's central record database (SCR)
- Followed up by the Head where they are unsatisfactory or there are discrepancies in the information provided.
- Followed up where the DBS has still not cleared within a week of the applicant starting. A new risk assessment will be needed if this is the case.

POST APPOINTMENT INDUCTION

There will be an induction programme for all staff which includes:

- The school's child protection policy, including information about the identity and role of the DSL and any deputies.
- The staff code of conduct policy including the whistleblowing procedure.
- The behaviour policies.
- The school's missing children policy.
- A discussion regarding on-line protocols.
- A copy of Part 1 of KCSIE and Annex A.
- A list of other key policies for the Staff member to become familiar with in their own time.

There is a probationary period where the Head will observe and then arrange a review meeting with the new staff member to discuss the role and any concerns. The relevant proforma will be completed and kept on file.

The probationary period also allows an employer to come to a formal decision as to whether to continue their employment as well as for the employee to withdraw from the role should they wish to do so.

SINGLE CENTRAL REGISTER

All Staff who work for the school or at the school for more than 4 occasions per month must have their details entered on the School Central Register. The Single Central Register is to record what safeguarding checks have been taken for the various Staff or persons working with children at the

school. There is a list below of what is required for employed staff – other persons, such as Governors or Outside Agencies, will have variations of what is needed to be checked.

This excludes immunisation nurses, one of visiting speakers or group sessions, contractors doing a one-off on site job etc. Verification of ID should be requested for these persons and a DBS is only necessary if they are to be left unsupervised.

On appointment of staff the following details will maintained on our single central record:

- Name
- Employment details
- Employment history
- Id checks
- DBS plus barred check where applicable
- Prohibition checks
- Childcare disqualifications where applicable
- Professional qualifications
- Right to work
- Overseas checks if applicable
- References
- Medical fitness

NB: Single Central Register will be adjusted with new guidance as and when required EEA has since been removed as from Jan21 – Brexit.

OTHER TYPES OF EMPLOYMENT AND WHAT IS REQUIRED

VOLUNTEERS:

Volunteers will need to complete pre-employment checks as above (see point 7) but will also include:

- A volunteer application.
- A volunteer agreement.
- A contact record form.

The responsible Staff member must complete:

- Job outline prior to starting.
- Risk assessment prior to starting.

Volunteers who are in regulated activity (in that they will have regular unsupervised contact with children or doing any personal care) will need to obtain an enhanced DBS with child barring check.

If the volunteer is to be supervised at all times (helping in a class), then the school can only legally obtain an Enhanced DBS check minus the barred check.

**refer to the definition of regulated in the footer*

Volunteers should be treated the same as an employed staff and adhere to the same policies and procedures.

STUDENT PLACEMENTS:

This process is only for students from a college or university requesting to do a placement at our school.

On a student's request, the office will send a Student Placement Application form for them to complete and return.

On receipt of this application form, the SLT will review and may request to meet / interview the student beforehand.

On approval of the placement the Office must then request the Safer Recruitment checks by sending the college / university contact person, the Safer Recruitment Form and cover letter. This form will confirm the person coming is safe to do so and has had all the necessary checks.

Where a student is on the Update service, we can ask their permission to check this by taking their DBS certificate number and DOB using the online update service check.

If the college / university have not obtained some of our safer recruitment checks, we can decide to take them ourselves in order to satisfy our safer recruitment guidelines. **

The student must complete the following:

- A Student placement agreement (choose applicable version – one includes referees if not obtained via college / university and one excludes them). This agreement is between the school and the student, with things to adhere to as well as to confirm what has been agreed.
- On arrival they must sign in the Visitors Signing in sheet, every time and MUST wear a visitor's badge
- They must also present their ID on the day
- An Induction on their first day by the Staff member responsible (request a pack from the office)

Where checks have not been obtained via the college / university, then we must obtain them before the Student can commence.

** Where the DBS has only an enhanced without the barred check – they MUST be supervised at all times and not allowed to administer intimate care or be left alone with Young Person/Vulnerable Adults.

We cannot accept any Student who only has a Basic check – they must go back to their Course provider requiring the correct level of check suitable for the place of work. The college / university are responsible for providing the DBS check or reimbursing for a DBS check done via another organisation – which we can offer.

If they have no DBS, again, we can offer to do one, but the student must pay for it or get reimbursement from the college / university.

Where they have had the barred check, they can be given supervision responsibility or personal care roles.

WORK EXPERIENCE

For individuals requesting Work Experience for other purposes (not related to further education / study or courses) we must ensure we take all the necessary checks and risk assess and ensure the person completes the following:

- Work Experience Application form initially – SLT to review and decide on
- Safer Recruitment checks – the school will need to carry out all the checks on this person the same way as an employed member of Staff
- An Enhanced DBS check (they should provide a valid certificate of the correct level and similar role) or they can obtain this via our School at their own cost

The responsible Staff member must complete:

- Job outline prior to starting
- Risk assessment prior to starting

The placement is subject to clear Safe Recruitment checks. The person will need:

- To complete the Work Experience agreement detailing key areas to adhere to as well as confirm what has been agreed in terms of hours, days and role.
- To complete our Health & Criminal Records Self Declaration.
- To sign in the Visitors sheet and wear a Visitors badge on every occasion.
- To present their ID on their first day of arrival.
- An Induction on their first day of arrival by the Staff member responsible.

For both Students, Visitors and Work Experience persons, the school does have public and employer's liability insurance which covers them whilst under our care.

STAFF AND SAFEGUARDING

DBS AND REPORTING CONCERNS:

The facts must be reported to the police and/or the DfE Children's Safeguarding Operations Unit (formerly the Teachers Misconduct Team), if:

- the candidate is found to be on Barred list, or the DBS Disclosure shows they have been disqualified from working with children by a Court;
- an applicant has provided false information in, or in support of, their application;
- there are serious concerns about an applicant's suitability to work with children.

If an individual's DBS certificate is not available, the person would only be able to start work if:

- They are appropriately supervised.
- Other recruitment checks (references etc) have come through.
- A separate barring check has been completed where applicable.
- The person in question has been informed of these safeguards.
- A risk assessment has been completed by the Head of Services.