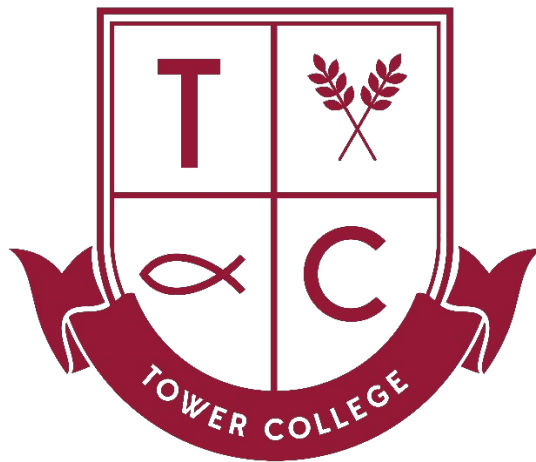


SAFER RECRUITMENT POLICY



Date of Policy: July 2020

Review Date: July 2021 (unless changes in legislation)

Coordinator (s): Ms A Bingley, Mr C Wells, Mrs Z Wells and Ms C McNamara

Governor: Mr J Pulford

The *HR Department* referred to in this policy consists of the Principal, Vice-Principal, Business Manager and Registrar.

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INTRODUCTION

Tower College (the School) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff and volunteers.

The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who are aware of and share this commitment.

This policy and procedures aim to provide clear guidance in relation to both the selection and appointment of staff to achieve the following:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equally and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DofE) (formerly the Department for Children, Schools and Families (**DCSF**)), *Safeguarding children and safer recruitment in education (Guidance)*, Keeping Children Safe in Education (**KCSIE** – September 2016 and then **KCSIE 2018 from 3 September**) and any guidance or code of practice published by the Disclosure and Barring Service (**DBS**); and
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

SAFER RECRUITMENT AND SELECTION PROCEDURE

Pre-recruitment

- **Review** - The Principal should, in conjunction with the Bursar and SMT, evaluate the position identifying any necessary or desirable changes, i.e. duties, responsibility levels, candidate skills etc that may be required. The Job Description, Person Specification and existing Terms and Conditions should also be reviewed and updated as necessary.
- **Authorisation** - An Authority to Recruit form should be completed by the Principal and forwarded with the updated Job Description, Person Specification and Terms and Conditions to the Bursar.
- **Timescales** - The Principal will consult with the Bursar to determine timescales for advertising, closing dates, potential interview dates and appropriate interview panel, which should consist of a minimum of two people.
- **Appointment of Interview Panel** At least one member of the interview panel will be appropriately trained and experienced in the selection process and at least one member will be aware of the statutory guidance on safer recruitment and safeguarding requirements included in the introduction above. To ensure impartiality, if a member of the panel is known to the candidate, this should be disclosed at the time. All panel members should be able to attend all interviews for the duration of the recruitment process, to maintain consistency and fair treatment of all candidates.

Job Description/Person Specification

Job Descriptions should clearly state:

- the main duties and responsibilities of the post
- the individual's responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for or comes into contact with.

Person Specifications should include:

- the qualifications, skills, experience, and any other requirements necessary to perform the role with regard to working with children and young people
- the competences and qualities that the successful candidate should be able to demonstrate

Information for Candidates

Candidates will receive an Information Pack which will normally include:

- application form and guidance notes on the recruitment process
- Equal Opportunities monitoring form
- Job Description
- Person Specification
- Terms and Conditions of Employment
- other documents (appropriate to the position)

Advertising the Vacancy

- It is normal practice that all vacancies are advertised, both internally and externally. However, where it is considered that existing staff have the prerequisite skills, consideration may be given to advertising posts internally only.
- The Principal will liaise with the Departmental Head/Line Manager and Bursar to draw up the content of the advertisement ensuring that the wording is appropriate and non-discriminatory.
- All advertisements will include details of the position, together with contact details and closing date.
- The vacancy will be advertised in the most appropriate media i.e. local/national press, specialist journals, agencies, job centres and the School's website applications.

All applicants for employment will be required to complete an online application containing questions about their academic and employment history and their suitability for the role. Curriculum Vitae's will not be accepted in place of the completed application form.

APPLICATIONS

All applicants for employment will be required to complete either an online application or a paper application form containing questions about their academic and employment history and their suitability for the role.

Curriculum Vitae's will not be accepted in place of the completed application form.

Processing Applications

- *Recruitment Control Form* - This document is utilised by the HR Department and records the details of applicants responding to the vacancy forming an audit trail to reflect the status of the candidate's application during the selection process. It also provides statistical information for monitoring of response levels etc.
- On receipt of the *Application Form*, the *Equal Opportunities Monitoring Form* will be kept separate, as it does not form part of the selection process.
- After the closing date, all application forms and any attachments will be photocopied, together with the Recruitment Control Form and distributed to the interview panel, with the original documentation retained by the HR Department.
- To comply with The Employment Practices Data Protection Code, the interview panel must ensure that all applications are kept in a secure location and remain confidential.

Scrutinising

Each member of the interview panel should individually review and scrutinise all applications to ensure:

- they are fully and properly completed
- the information provided is consistent and does not contain any discrepancies
- any anomalies, discrepancies or gaps in employment identified are noted.

As well as reasons for obvious gaps in employment, a history of repeated changes of employment without any clear career or salary progression, or a mid-career move from a permanent post to perhaps supply teaching or temporary work, will need to be noted for further verification if the applicant is shortlisted for interview.

All candidates should be assessed equally against the criteria contained in the person specification without exception or variation. The interview panel should record and retain their notes on individual applications as part of the selection process.

Shortlisting

When the panel have completed their individual review, they should agree on a shortlist of candidates, which will be notified to the HR Department and interview date(s) confirmed with the selected candidates.

For Academic positions, references will be obtained for shortlisted candidates prior to interview.

Notification to Candidates

All applicants will receive written notification of the outcome of their application from the HR Department as soon as possible after the closing date i.e. an invitation to interview or notification that their application has not been successful.

Invitation to Interview

The HR Department will invite candidates to attend the interview, which will be confirmed by letter, outlining date, time and place, membership of the interview panel, format of the interview and also providing directions to the School and any other information as necessary.

Identity and Qualifications check

The invitation to interview will also state that the identity of the candidate will be checked at the interview and consequently all candidates will be required to bring with them documentary evidence of their identity i.e. a current driving licence, passport or a full birth certificate (the list of valid identity documents is contained in Appendix 1).

Candidates will also be required to bring proof (originals) of relevant qualifications (if applicable).

Interview Process

The interview panel should meet prior to the interview to:

- reach a consensus about the required standard for the position to which they are appointing
- consider the issues to be explored with each candidate and who on the panel will cover them
- formulate a set of questions to ask all candidates relating to the requirements of the position
- agree their assessment criteria in accordance with the person specification
- determine who will conduct the identity and qualification checks at interview
- agree which panel member will update the New Employee Control Form.

Best practice recommends that competence based questions should be used to relate how the candidate has responded to or dealt with actual situations, or questions that test the candidate's attitude and understanding of issues.

All members of the interview panel should complete an Interview Record Form for each candidate, which will be retained by the HR Department at the conclusion of the selection process.

Areas to be covered during the Interview

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

- the candidate's attitude toward children and young people and suitability for working in a School environment
- his/her ability to support the School's commitment for safeguarding and promoting the welfare of children and young people
- gaps or any issues relating to the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- if the candidate wishes to declare any issues in light of the requirement for an Enhanced DBS check or any issues relating to references
- confirm the candidate's mental and physical fitness to carry out their work responsibilities (KCSE – 2018). ('A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.')

Pre-employment checks

In accordance with the recommendations set out in the Guidance, KCSIE - 2018 and the requirements of the Education (Independent School Standards) (England) Regulations 2014 and the Boarding Schools: National Minimum Standards (2015), the School carries out a number of pre-employment checks in respect of all prospective employees.

The School does not discriminate on the grounds of age.

Post Interview

The interview panel will meet to discuss the outcome of the selection process and make recommendations regarding the candidate selection. Should a suitable candidate be identified from the shortlisted candidates, a Confirmation of Appointment form will be completed and submitted for authorisation by the Principal, Vice-Principal and Bursar.

The *Confirmation of Appointment Form*, candidate information, *Interview Record* forms will be passed to the HR Department to document the selection process and form part of the candidate's personnel record.

CONDITIONAL OFFER OF EMPLOYMENT

A conditional offer of employment will outline the details of the position, i.e. job title, commencement date (to be confirmed when satisfactory DBS and references have been received and verified).

Documentation included in the offer:

- Contract of Employment
- Job Description/Person Specification
- DBS Disclosure Form
- New Employee Starter Form
- Personnel Record next of kin
- Staff Handbook (Non-Teaching staff)
- Medical Declaration Form
- Appropriate Medical Questionnaire
- Rehabilitation of Offenders Act 1974
- Children's Barred List (formerly List 99) Form
- Safeguarding and Child Protection statement (aide memoire)
- Keeping Children Safe in Education (KCSIE) document
- Staff Code of Conduct

The Offer of Employment will be conditional upon the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- verification of the applicant's identity (where this has not previously been verified);
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory;
- for teaching positions, confirmation from the National School for Teaching and Leadership that the applicant is not subject to a prohibition order;
- for proprietors and staff appointed in management positions, a Section 128 Direction check is undertaken;
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;
- where the position amounts to "regulated activity" (see section 4.3 below) confirmation that the applicant is not named on the Children's Barred List administered by the DBS;
- verification of the applicant's medical fitness for the role (see section 5 below);
- verification from the European Economic Area check (EEA) for information about any teacher sanction or restriction that has been imposed
- verification of the applicant's right to work in the UK;
- any further checks, which are necessary as a result of the applicant having lived or worked outside of the UK; and
- verification of professional qualifications which the School deems a requirement for the post, or which the applicant otherwise cites in support of their application (where they have not been previously verified).

Regulated Activity

The School must consider whether a position amounts to "regulated activity". It is however likely that in nearly all cases an Enhanced DBS check, which includes a Children's Barred List check, will be carried out because employment within a School environment provides the opportunity for contact with children. A check of the Children's Barred List is not permitted if an individual will not be undertaking "regulated activity". The following definition of "regulated activity" is reproduced from KCSIE 2018 subsequently updated 3 September 2018:

'For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if as a result of their work they:

- will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or*
- will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or*
- engage in intimate or personal care or overnight activity, even if this happens only once.'*

Criminal Records Check

All staff in 'regulated activity' are required to obtain an Enhanced disclosure from the DBS and a check of the Children's Barred List (now known as an Enhanced Check for Regulated Activity) in respect of all positions at the School which amount to 'regulated activity' as defined in the Safeguarding Vulnerable Groups Act 2006 (as amended) and in KCSIE 2018.

The purpose of carrying out an Enhanced check for 'regulated activity' is to identify whether an applicant is barred from working with children by inclusion on the Children's Barred List maintained by the DBS.

This definition will cover nearly all posts at the School. Limited exceptions could include temporary positions outside of term time.

- It is for the School to decide whether a role amounts to "regulated activity" taking into account all the relevant circumstances.
- The DBS issues a DBS disclosure certificate to the subject of the check only, rather than to the School.
- It is a condition of employment with the School that the original disclosure certificate is provided to the School within two weeks of it being received by the applicant.
- Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the School.
- If there is a delay in receiving a DBS disclosure the Principal discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a separate check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once appropriate supervision has been put in place.
- A risk assessment will be completed and reviewed on a weekly basis until receipt of the DBS.
- DBS checks will still be requested for applicants with recent periods of overseas residence and those with little or no previous UK residence. These applicants may also be asked to provide further information, including a criminal records check (police check) from the relevant jurisdiction(s).

Retention and Security of DBS Information

The School will comply with its obligations regarding the correct handling, use, storage, retention, security and disposal of records in accordance with the DBS Code of Practice and its obligations under the Data Protection Act 1998 and any other relevant legislation. Copies of DBS certificates will not be retained for longer than six months.

Appendix 2 provides for further detailed information on the filtering of various offences from DBS checks.

MEDICAL FITNESS

The School is legally required to verify the medical fitness, in relation to carrying out their role and duties, of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is the School's practice that all applicants to whom an offer of employment is made must complete a Medical Declaration Form which will be reviewed by the Principal. This information will be reviewed against the Job Description and the Person Specification for the role. If the Principal has any doubts about an applicant's fitness, the School will consider reasonable adjustments in consultation with the applicant.

The School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

In accordance with the Equality Act 2010 the School will not withdraw a job offer without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

REFERENCES

- For teaching positions, references will be taken up and verified prior to interview.
- For non-teaching positions references will only be taken up after an offer is made.
- All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by the School.
- One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children.
- Neither referee should be a relative or someone known to the applicant solely as a friend.
- All referees will be asked whether they believe the applicant to be suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance.
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated, unfounded or malicious.
- The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.
- References will be validated by HR by direct contact with the referee.
- The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant and the relevant referee before any appointment is confirmed.

CONTRACTORS AND AGENCY STAFF

Contractors engaged by the School must complete the same checks that the School is required to complete for its staff.

Agencies who supply staff to the School must also complete the pre-employment checks which the School would otherwise complete for its staff. Again, the School requires confirmation that these checks have been completed before an individual can commence work at the School. The School will independently verify the identity of staff supplied by contractors or an agency in accordance with the section '*Regulated Activity*' above.

POLICY ON RECRUITMENT OF EX-OFFENDERS

Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record, this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in the section '*Assessment Criteria*' below.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered "spent" except for those to which the DBS filtering rules apply (see paragraph 4.4 above). A failure to disclose a previous conviction (which should be declared) may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. The School will make a report to the Police and/or the DBS if:

- it receives an application from a barred person;
- it is provided with false information in, or in support of an applicant's application; or
- it has serious concerns about an applicant's suitability to work with children.

Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The risk assessment must be signed by the Principal before a position is offered or confirmed.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable and at its discretion, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

RETENTION AND SECURITY OF DISCLOSURE INFORMATION

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information. In particular, the School will:

- store disclosure information and other confidential documents issued by the DBS in locked, storage containers, access to which will be restricted to members of the HR department;
- not retain disclosure information or any associated correspondence for longer than is necessary, and only retain it for a maximum of six months. The School will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question, the unique number issued by the DBS and the recruitment decision taken;
- ensure that any disclosure information is destroyed by suitably secure means such as shredding; and
- prohibit the photocopying or scanning of any disclosure information without the express permission of the individual to whom the disclosure relates.

RETENTION OF RECORDS

The School is legally required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications.

Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. This documentation may be retained by the School for the duration of the successful applicant's employment with the School. After employment ends it will be retained in accordance with the School's document retention guidelines.

If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

REFERRALS TO THE DBS AND NATIONAL SCHOOL FOR TEACHING AND LEADERSHIP (NCTL)

The School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.
- If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the NCTL.

GOVERNORS AND VOLUNTEERS

An Enhanced DBS clearance will be obtained by HR prior to commencement of duties. All volunteers who are in 'regulated activity' will have an Enhanced DBS and all relevant checks undertaken. A Section 128 Direction check will also be undertaken for Governors.

ADULTS LIVING ON SITE

A Children's Barred List check (formerly List 99) and an Enhanced DBS clearance will be obtained by HR for all adults living on site but not employed by the School.

INDUCTION PROCESS

All newly appointed staff, regardless of previous experience, will undertake the School's Induction programme, which:

- provides training and information about the School's policies and procedures
- supports individuals in a way that is appropriate for the role for which they have been engaged
- confirms the conduct expected of staff within the School
- provides opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- enables the person's Line Manager or mentor to recognise any concerns or issues about their ability or suitability at the outset and address them immediately.

The content and nature of the induction programme will vary according to the role and previous experience of the new member of staff but will include:

- policies and procedures in relation to safeguarding and child protection (KCSIE) within the first week of starting or as soon as possible thereafter
- safe practice and the standards of conduct and behaviour expected of staff and pupils in the establishment
- how and with whom any concerns about those issues should be raised
- other relevant HR procedures e.g. disciplinary, capability etc

A copy of the following documents will be placed on each departmental notice board for access by support staff: safeguarding and child protection policy, 'Keeping Children Safe in Education (KCSIE) Part 1, referral pathway diagram, staff Code of Conduct and a copy of the Support Staff handbook.

APPENDIX 1 LIST OF VALID IDENTITY DOCUMENTS

Group 1: primary trusted identity credentials

- current valid passport
- biometric residence permit (UK)
- current driving licence (full or provisional) (UK / Isle of Man / Channel Islands; photo card with the associated counterpart licence; except Jersey)
- birth certificate (UK & Channel Islands) - issued at the time of birth (within 42 days of date of birth); Full or short form acceptable including those issued by UK authorities overseas, such as Embassies, High Commissions and HM Forces

Group 2a: trusted government/state issued documents

- current UK driving licence full or provisional (old style paper version)
- current non-UK driving licence (valid for up to 12 months from the date the applicant entered the UK)
- birth certificate (UK and Channel Islands) – issued at any time after the date of birth by the General Registrar's Office / relevant authority i.e. Registrars)
- marriage/civil partnership certificate (UK and Channel Islands)
- adoption certificate (UK and Channel Islands)
- HM Forces ID card (UK)
- fire arms licence (UK and Channel Islands)

Group 2b: Financial/social history documents

- mortgage statement (UK or EEA)**
- bank / building society statement (UK and Channel Islands or EEA)*
- bank / building society account opening confirmation letter (UK)*
- credit card statement (UK or EEA)*
- financial statement - e.g. pension, endowment, ISA (UK) **
- P45 / P60 statement (UK and Channel Islands)**
- council tax statement (UK and Channel Islands) **
- work permit / visa (UK) (UK Residence Permit) Valid up to expiry date
- letter of sponsorship from future employment provider (non UK / EEA only valid for applicants outside the UK at the time of application) Must be valid
- utility bill (UK) – not mobile telephone *
- benefit statement - e.g. child benefit, pension*
- a document from central / local government/ government agency / local authority giving entitlement (UK and Channel Islands) - e.g. from the Department for Work and Pensions, the Employment Service, HM Revenue & Customs (HMRC), Job Centre, Job Centre Plus, Social Security *
- EU national ID card Must still be valid
- cards carrying the PASS accreditation logo (UK) Must still be valid
- letter from Head or College Principal (UK) for 16-19 year olds in full time education. This is only used in exceptional circumstances if other documents cannot be provided.

Note

If a document in the list of valid identity documents is:

- denoted with * - it should be less than three months old
- denoted with ** - it should be less than 12 months old
- not denoted – it can be more than 12 months old

APPENDIX 2 – CRIMINAL RECORDS DISCLOSURE

Prior to 29 May 2013 an enhanced disclosure contained details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It could also contain non-conviction information from local police records which a chief police officer considered relevant to the role applied for at the School.

As of 29 May 2013 the DBS commenced the filtering and removal of certain specified information relating to old and minor criminal offences from all criminal records disclosures. The DBS and the Home Office have developed a set of filtering rules relating to spent convictions which work as follows:

For those aged 18 or over at the time of an offence

An adult conviction will be removed from a DBS disclosure if:
eleven years have elapsed since the date of conviction;

- it is the person's only offence; and
- it did not result in a custodial sentence.

It will not be removed under any circumstances if it appears on a list of "specified offences" which must always be disclosed. If a person has more than one offence on their criminal record, then details of all their convictions will always be included.

A caution received when a person was aged 18 or over will not be disclosed if six years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

For those aged under 18 at the time of an offence

A conviction will be removed from a DBS disclosure if:

- five and a half years have elapsed since the date of conviction; and
- it is the person's only offence; and
- it did not result in a custodial sentence.

Again, the conviction will not be removed under any circumstances if it appears on the list of "specified offences", or if a person has more than one offence on their criminal record.

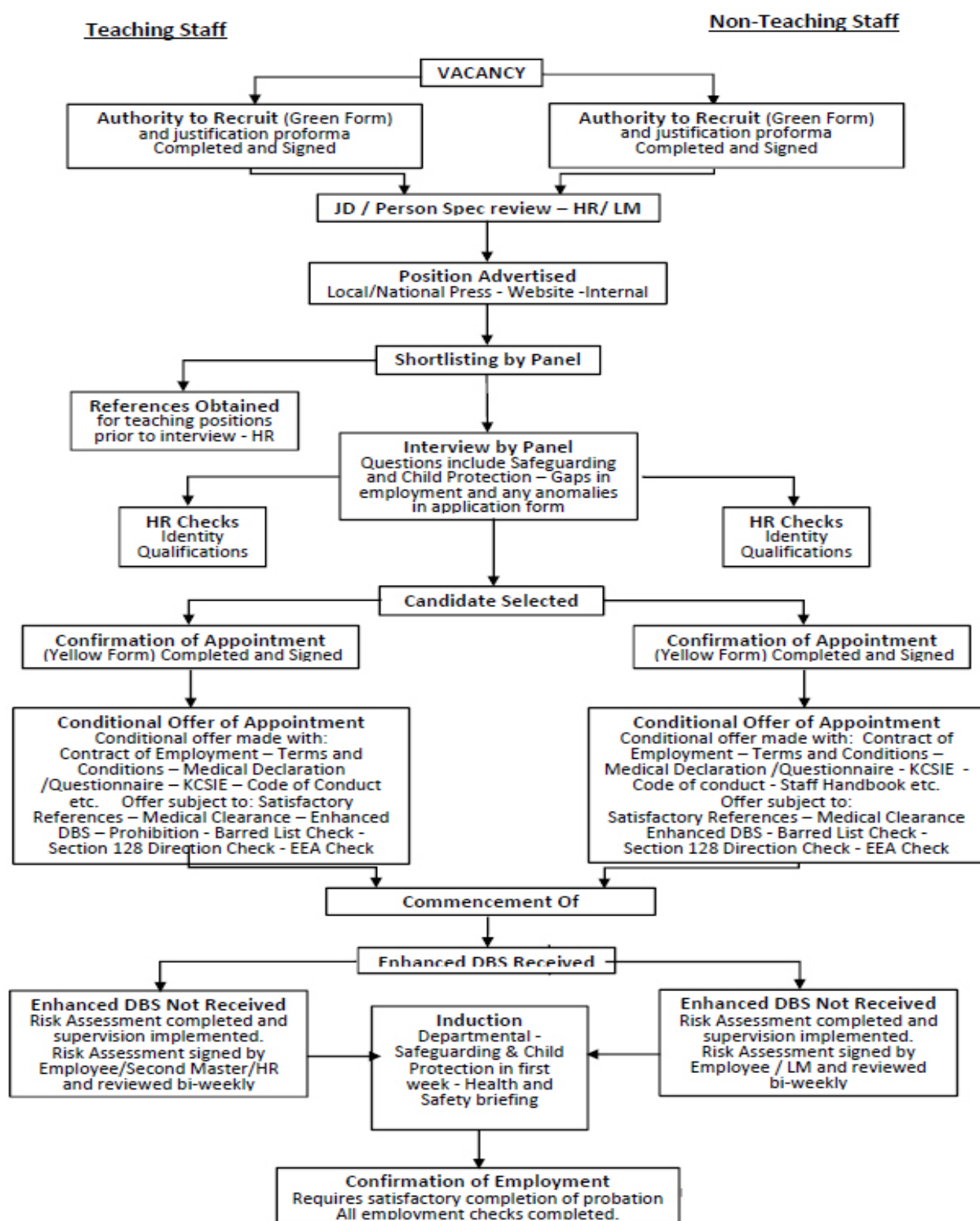
A caution received when a person was aged under 18 will not be disclosed if two years have elapsed since the date it was issued, and if it does not appear on the list of "specified offences".

The list of "specified offences" which must always be disclosed

This contains a large number of offences, which includes certain sexual, violent and other offences that are considered so serious they will always be disclosed, regardless of when they took place or of the person's previous or subsequent criminal record. The list of "specified offences" can be found at: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

APPENDIX 3 – RECRUITMENT & SELECTION FLOWCHART

Appendix 3 – Recruitment and Selection Flowchart



APPENDIX 4 – APPLICATIONS RE TOWER COLLEGE STAFF POST – INITIAL SIFTING

Job Role: _____

Date: _____

APPLICANT	SIFTING CRITERIA:	RATING
	application form completed correctly/ relevant experience / key skills	

Additional comments:

Ratings:

- 0 - **No evidence** of any key criteria (**will not** interview)
1 - **Some evidence** of key criteria (**might** interview)
2 - **Strong evidence** of all key criteria (**will** interview)

APPENDIX 5 - TOWER COLLEGE SAFER RECRUITMENT AT INTERVIEW

Name of Candidate: _____

Position applied for / date: _____

PERSONAL INFORMATION	Document provided (only originals can be accepted)	Seen by (initial)
Current driving licence with photograph, or passport, or full birth certificate.		
Any document relevant to a change of name.		
Proof of entitlement to work in the UK.		

PERSONAL SPECIFICATION	Standard required	Comments
Qualifications and work experience relevant to the position applied for?		
Is the application form filled in correctly?	Eg. No gaps in employment without explanation.	
Any history of living or working abroad?		

APPENDIX 5 CONTINUED

SAFEGUARDING QUESTIONS AND INDICATORS

Positive Indicators	Sample questions to test for Safeguarding knowledge and understanding (pick one or two – not all!)	Negative Indicators
Proactive and has personally taken actions to improve safeguarding culture.	Tell us about what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise?	No evidence of having taken steps in own right to make improvements.
Has personal experience of having appropriately dealt with a challenging safeguarding issue.	Follow up with: what did you talk about? What were the results?	Passive approach to safeguarding issues.
Personally committed towards making improvements. Sees it as part of their job.	What is the safeguarding policy in your workplace?	Reluctance to challenge people/systems/processes to make things better.
Prepared to challenge others in the workplace to make tangible improvements to safeguarding.	Follow up with: How is it monitored? What steps have you taken to improve things?	No real experience of handling safeguarding issues. Naive approach.
Prepared to tackle difficult issues and confront individuals if necessary in order to promote best practice.	Give me an example of when you have had safeguarding concerns about a child.	Sees it as someone else's job and/or responsibility.
Shows a good understanding of the issues. Up to date with events and legislation. Knows about test cases.	Follow up with: How did it arise? Who did you speak to? What actions did you take?	Not well versed or clear in understanding of the issues/sensitivities.
	Tell us about a situation where you felt you fell short of safeguarding standard	Intolerant of the bureaucracy around safeguarding.
	Follow up with: How did it arise? Who did you speak to? What actions did you take?	Shows tendency to take inappropriate chances/risks in areas of safeguarding
	Have you ever had to challenge the views of someone more senior than yourself in relation to safeguarding concerns?	

APPENDIX 5 CONTINUED

COMPETENCY INTERVIEW QUESTIONS

Positive Indicators	Personal Competencies (Ask between 1 and 3 questions)	Negative Indicators
<p>Convincing responses based on balanced understanding of self and circumstances.</p> <p>Has a realistic knowledge of personal strengths and weaknesses</p> <p>Examples of having considered/tried other options and alternatives</p> <p>A realistic appreciation of the challenges involved in working with children</p>	<p>1. Motivations for working with children.</p> <p>Example Questions:</p> <p>What do you feel are the main drivers that led you to want to work with children</p> <p>How do you motivate young people</p> <p>What has working with young people taught you about yourself?</p>	<p>Unconvincing responses based on whimsical examples. Not self-aware, don't see themselves as others do.</p> <p>Driven by personal needs not needs of others</p> <p>Not realistic about personal strengths and weaknesses</p> <p>Unrealistic impression of what working with children is really like</p> <p>Failure to consider other alternatives</p>
<p>Behaves consistently and appropriately under pressure or in a position of authority.</p> <p>Has control over emotions with adults and children</p> <p>Understands power position and how to seek help in difficult circumstances.</p> <p>Demonstrates self-awareness in terms of stress management</p>	<p>2. Emotional Maturity and Resilience.</p> <p>Tell me about a time when you have been working with children when your authority was seriously challenged. How did you react? What strategies did you employ to bring things back on course/ How did you manage the situation?</p> <p>Tell me about a person you have had particular difficulty dealing with</p>	<p>Inappropriate responses when under pressure or when in a position of power</p> <p>Inconsistent responses</p> <p>Handles conflict badly</p> <p>Fails to control temper/emotions with children and or adults.</p> <p>Doesn't seek help when needed</p> <p>Fails to go to others for advice</p>
<p>Demonstrates a balanced understanding of rights and wrongs</p> <p>Puts the child first. Alive to the realities of abuse</p> <p>Prepared to believe</p> <p>Shows a contemplative approach, drawing on personal experiences and lessons form others</p> <p>Shows an appreciation of</p>	<p>3. Values and Ethics.</p> <p>Example Questions:</p> <p>What are your attitudes to child protection? How have these developed over time?</p> <p>What are your feelings about children who make allegations against teachers or staff?</p> <p>How do you feel when someone holds an opinion that differs for your own? How do you behave in this</p>	<p>Extreme opinions that don't account for the views/feelings of others</p> <p>Doesn't show balance in opinion</p> <p>Opinions harden/become dogged</p> <p>Doesn't show a full or rounded appreciation of safeguarding issues</p> <p>Dismissive of, or underplays, the risks</p>

Name / Signature of Interviewer -

Date

APPENDIX 6 - TOWER COLLEGE SAFER RECRUITMENT CHECKS

Has the application form been completed with no gaps? (Note any significant gaps in employment and request supplementary information if required).
Explain the purpose of the Tower College Safer Recruitment Policy and that pupils can only be contacted via their School email account.
Are there any RELEVANT criminal convictions / cautions / warnings to disclose? (For further information, go to www.gov.uk/dbs)
Has any previous Enhanced DBS certificate been offered as valid i.e. 3-month gap? Signed up to the update service? Yes / No
Has the interviewee ever worked or lived abroad for significant periods of time? Yes / No (If yes, document additional checks to be carried out).
No employee can be in a relationship with a pupil at the School.
Reinforce what the correct course of action is if a child discloses sensitive information to the applicant?
Ensure the name of the Designated Person for Safeguarding is made known to the applicant, their role and the name(s) of their Deputies, one of them always being contactable via reception.
Interviewer (sign and print name): Interviewee (sign and print name): Date: ID card issued? KCSiE and Safeguarding information issued? Planned Safeguarding training date?

APPENDIX 7 (CHECKS CONTINUED OVERLEAF)

RECRUITMENT CHECKLIST AT TOWER COLLEGE FOR: _____

Stage 1((Post approval, information pack and advertisement)		
	Action	Check (initials) / Comments
01	Post approved, Terms and Conditions agreed.	
02	Job Description produced, updated & checked.	
03	Job advertisement produced, approved and posted.	
04	Candidate information pack produced: (Job Description, Application Form, Tower College Safer Recruiting Policy, Cover Letter, Envelope).	
05	Upload information pack to the school website. Ensure that the hard copy and electronic information is the same and correct.	
06	Packs sent out to prospective candidates.	
Stage 2 ((applications received)		
07	Collate all applications.	
08	Carry out initial sift; record/keep selection criteria. Produce interview shortlist.	
09	Select Interview panel (ensure that one member has completed the safer recruitment course, or diary in a separate appointment)	
10	Set criteria (competency based assessment) and produce question bank for interviews ensuring Safe Recruitment is included, particularly identify and note any queries to be addressed at interview.	
11	Co(ordinate Interview dates and times with panel.	
12	Send out letters to (or contact) nominated referees. (Request return of reference before candidate interview date)	
13	Send out interview letters to selected candidates.	
Stage 3 - (before Interview)		
14	References received.	
15	Review interview format, questions to ask etc.	
16	Check interview venue and confirm panel availability.	
Stage 4 - (During Interview - KEEP RECORDS)		
17	Ensure that a member of the interview panel is 'Safer Recruitment' trained and that there are two interviewers (minimum) present.	
18	Suitability against the Job Description and criteria.	

19	Assess whether candidate has lived or work abroad for any period of time, if so, obtain and record details. Assess what further checks are therefore necessary.	
20	General candidate performance.	
21	Probe and question for safer recruitment.	
22	Ensure candidate has the opportunity to ask questions.	
23	Note down performance: ensure interview feedback is retained for six months.	
24	Result of panel evaluating candidate's performance post interview.	

Stage 5 - (Candidate Selection)		
	Action	Check (initials) / Comments
25	Panel decide on successful candidate.	
26	Candidate notified by phone.	
27	Candidate acceptance.	
28	Arrange administration visit to school.	
29	Notify unsuccessful candidates by phone.	
Stage 6 - (New employee administration)		
30	List 99 check completed.	
31	Formal Offer letter produced: Bursar to check salary details, Bursar to ensure key checks carried out and passed to Principal for signature – sent out.	
32	Early Years declaration form filled in, if applicable.	
33	DBS process started by new employee.	
34	Enhanced DBS Certificate shown to employer and unique reference noted.	
35	New Starter Form.	
36	Medical Questionnaire to be returned to School Nurse.	
37	References follow up – with signature and date recorded.	
38	Clothing and equipment sizes (where applicable).	
39	Offer accepted and letter returned signed.	
40	Induction arrangements sorted.	
Stage 7 - (Start work)		
41	Enhanced DBS Clearance verified by the Bursar – if not, carry out risk assessment with a Supervision Order agreed	

	and signed off by the Principal or Bursar (communicating out supervision measures to all concerned).	
42	ID card given out at Safer Recruitment Interview.	
43	Check access to KCSiE and Safeguarding policies.	
44	Planned Safeguarding training date.	
44	Access to the Induction Policy (including safeguarding and H&S training.	
45	Central Register updated.	
46	Departmental Induction.	