

School:	<b>Blossom House School</b>
Policy Name:	<b>Safer Recruitment Policy &amp; Procedure</b>  (including students, work experience, placements, volunteers, supply staff and contractors)  Foundation stage, Primary, Secondary, Post 16
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## Safer Recruitment Policy

Blossom House is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All newly recruited staff undergo a thorough and rigorous recruitment process to ensure safeguarding and promoting the welfare of Blossom House pupils is paramount. All staff vacancies, and the need to recruit additional or replacement staff, are to be agreed by the Principal prior to advertising.

## The Importance of Good Recruitment and Selection

It is important that good recruitment practices are followed at every stage of the recruitment process to ensure that the right people are selected for the right job at the right time.

Recruiting people who are wrong for the organisation can lead to an increase in labour turnover, increased costs for the organisation, and lowering of morale in the existing workforce. Such people are likely to be discontented, unlikely to give of their best, and end up leaving voluntarily or involuntarily when their unsuitability becomes evident. Managers and supervisors will then need to spend extra time on further recruitment exercises, when what was needed in the first place is a systematic process to assess the role to be filled, and the type of skills and abilities needed to fill it.

A recruitment system should be:

- Efficient:** Cost effective in methods and sources.
- Effective:** Producing enough suitable candidates, without excess, and ensuring the identification of the most suitable person for the job and the organisation.
- Fair :** Ensuring that right through the recruitment process, decisions are made on merit alone, in accordance with relevant legislation.

All applicants have recourse to request further information regarding the recruitment process that pertained to them, and it is therefore imperative that the correct procedures are followed and adequately documented at all stages.

## Current Legislation, Guidance & Fairness

The recruitment policy ensures that the organisation complies with the following relevant legislation, codes of conduct and good working practice:

- The Employment Equality Regulations 2003 and 2006
- The Data Protection Act - 1998 superseded by the General Data Protection Regulation (GDPR) May 2018.

- The Equality Act - 2010, supersedes and is historically linked to:
  - The Sex Discrimination Act - 1975
  - The Race Relation Acts - 1976,
  - The Disability Discrimination Act - 1995
  - Employment Equality (Age) Regulations - 2006
- The Police Act 1997, and the Serious Crime Act - 2007
- Immigration Act 2016
- The National Minimum Wage Act - 1998
- Keeping Children Safe in Education - September 2020 (Update Jan 2021)  
(<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)
- Recruit teachers from overseas (update 19<sup>th</sup> May 2021) <https://www.gov.uk/guidance/recruit-teachers-from-overseas#safeguarding-checks-for-teachers-from-overseas>
- Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020]
- The Prevent Duty - March 2016
- Independent Schools Inspectorate (ISI) handbook for the inspection of schools- the regulatory requirements - September 2019 (there is no updated version. Note has been taken of Guidance issued in 2018 regarding Section 128 checks.

The employer has the legal responsibility to ensure that no unlawful discrimination occurs in the recruitment and selection process on the grounds of sex, race, disability, sexual orientation, religion or belief and age. Equality of opportunity is an integral part of the recruitment and selection process, from advertising the role to final selection and induction.

Furthermore, organisations must act in accordance with the Immigration Act 2016, and ensure that they do not employ those who do not have permission to live or to work in the United Kingdom. Organisations should also be aware of the requirements of the Data Protection 1998 which covers the use, storage and access of personal data, such as that obtained during the recruitment process. All adults within the School, whether visitors, students, agency, temporary employees or permanent staff, will at some point be in contact with vulnerable children, and a DBS disclosure check should be in place before a start date can be confirmed. If a DBS check has not been completed before a start date is confirmed, it is imperative that the employee concerned works under constant supervision.

## Job Description & Person Specification

The Job Description and Person Specification should be reviewed and correct prior to advertising the role. The Job Description and Person Specification will be sent to prospective applicants as part of the full application pack, and forms the basis for decision-making regarding the suitability of candidates for the role.

### Job Description

The Job Description should detail the purpose, tasks and responsibilities of the job. A good Job description should include:

- **Main purpose of the job**  
Try to describe this as succinctly as possible.

- **Main tasks of the job**

Use active verbs, such as 'writing', 'repairing', 'calculating', 'organising', 'supervising', instead of 'dealing with', 'in charge of'.

- **Scope of the job**

Expanding on the main tasks and the importance of the job, which can be indicated by giving information such as the number of people to be supervised, the degree of precision required.

A good job description is useful for all jobs. It can help with induction and training. It provides the basis for drawing up a Person Specification – a profile of the skills and aptitudes considering essential and desirable in the jobholder. It enables prospective applicants to assess themselves for the job and provides a benchmark for judging achievements and measuring success during performance management.

The School provides a template for drawing up job descriptions, the format of which should be adhered to. This is based on the competency framework for job roles and must include a section related to the safeguarding of children in schools.

For further advice and information please contact the HR Team. Please ensure that any changes made to the Job Description or Person Specification are approved by Principal. An approved copy should be sent, in electronic format, to the HR Team prior to the role being advertised.

### **Person Specification**

Drawing up the Person Specification allows the organisation to profile the ideal person to fill the job. It is very important that the skills, aptitudes and knowledge included in the Specification are related precisely to the needs of the job. It is always advisable to list the criteria as essential or desirable.

A quick guide when drawing up a Person Specification is to ask the question, "Can the person do the role without a knowledge of...., or the skill of....?" If the answer is 'no', then the criteria is essential. If the answer is 'yes', it is likely that the criteria are either desirable, or not required.

It is important not to set unnecessary requirements and to avoid any possibility of discrimination against particular groups of potential applicants.

Factors to consider when compiling the specification include:

- Skills, knowledge and aptitudes directly related to the job.
- The type of experience necessary. (Note: ensure that the length of experience required does not adversely discriminate against various ages.)
- The competencies necessary.
- Education and training, sufficient as is necessary for satisfactory job performance.
- Any criteria relating to personal qualities or circumstances which must be essential and directly related to the job, and must be applied equally to all groups irrespective of age, sex, race, nationality, creed, disability, membership or non-membership of a trade union. To do otherwise is potentially discriminatory.

The Person Specification supports the selection and subsequent interview to operate in a systematic way, as bias-free as possible. The use of competency-based approaches can help by focusing on the 'match' between candidate and the role.

## Advert Approval

All adverts must be pre-approved by the School Principal. There is a specific form for this purpose, which should be completed by the Recruiting Managers who also completes an Advert, Job Description and Person Specification for the role. A meeting between the Recruiting Manager and the Principal should have already taken place to confirm the need to fill the vacancy. Where appropriate a Recruitment Activity is also set at this stage. These should all be sent to Human Resources who will liaise with the Principal, make any amendments to the documentation suggested by the Principal and obtain the relevant approval signature from the Principal.

## Recruitment Log

An excel detailed log of all recruitment activities, adverts placed, interviews scheduled is updated by Human Resources and a member of the Admin Team on a regular basis. The Recruitment Log allows the School to keep a track of all recruitment activities and is a vital tool in assessing the success of recruitment campaigns and responses to adverts.

Each Vacancy also has a separate paper-only log of all the candidates who have applied and this log is only kept for a short period of time in a locked cabinet in accordance with the School's Data Protection and Data Retention Policy.

## Advertisements

It is imperative that vacancies are advertised in the most appropriate, fair and cost effective manner, to attract an appropriate number of the most suitable candidates. There are various media in which advertisements for jobs can be placed.

Please note that the minimum period an advert should be advertised is two weeks. In the interests of fairness all vacancies must be advertised internally as well as where necessary externally. Advertisements for positions as Teachers, Therapists, Teaching Assistants and Administrative Staff will be placed on appropriate web sites, our own school website and in relevant publications and professional journals.

All development and promotional opportunities will first be advertised internally by ensuring ALL staff are informed via an all-staff email, meetings, newsletters, or other such means of advertising.

If no satisfactory candidates are identified from these sources, then an appropriate advertisement shall be placed in the local Job Centre or other appropriate media.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children; and state that successful applicants will need to undertake an Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information. The person specification will clearly state that applicants must be suitable to work with children.

All adverts should run for a minimum of one full week, and all external adverts should run for at least two full weeks to ensure adequate exposure and fairness. Work permits cannot be obtained for foreign nationals if adequate and appropriate advertising has not taken place.

A resident labour market test, requires that adverts run for a minimum of 28 days, either in one or two stages, with each stage being longer than 7 days, and be placed in the appropriate media and having followed the approved Home Office guidelines. Rates of pay must be clear in such adverts,

along with clear information regarding required skills, experience, abilities, qualifications and registration.

Adverts are placed in the media and on the school website by a member of the Admin Team. Where appropriate Human Resources may assist in placing adverts.

## **Closing Date and Interview Date**

Please ensure that a realistic closing date is set. A minimum of two weeks is recommended, however it is usually advisable to have a closing date set at three to four weeks after the date of publication in professional journals.

Always indicate the date, or at least the week, that the interviews will take place in the advert. It is possible at this stage to set up an interview date, which should be at least a week or 10 days after the closing date to allow for proper short-listing and the posting of invitation to attend interview letters.

It is also advisable to agree on the short-listing and interview panel members and book a suitable venue for the interviews to take place at this stage. Please ensure that you also arrange for the catering of water and clean glasses for each candidate and the panel members. Do not leave this to the last minute, as there is always the risk that there will be no suitable interview venues available, which will create a negative first impression of the School.

It is also advisable to have closing dates set for a Friday, which will allow for any applications that are delayed due to postal problems, to be received by the following Monday. This will also allow for some applicants to drop off their applications at the reception desk, and for the applications to reach your desk via internal mail on the Monday.

## **Application Forms**

Fully completed application forms are mandatory. All applicants applying for temporary, fixed term, permanent and maternity cover roles must complete a school application form. CV's may accompany applications, but the application form must still be completed for all roles. The application form requests more detailed information, includes a declaration and has a number of safeguarding sections and questions to ensure that adequate measures are in place to ascertain an applicant's suitability to work in a school as early as possible during the recruitment phase.

## **Responses to Advertisements and Equal Opportunities**

All applicants shall be given equal consideration, in accordance with the requirements of the Equality Act 2010, as to the suitability of the applicant for the post advertised and whether they should be called for interview.

Everyone who works at the school, or applies to work at the School should be treated fairly and valued equally. All conditions of services and job requirements should fit the needs of the service. No job applicant or employee should receive less favourable treatment regardless of age, disability, race, nationality, ethnic or national origin, gender, religion or belief, sexual orientation, domestic circumstances, social and employment status, HIV status, gender reassignment or political affiliation or trade union membership.

The School should strive to be a place where people want to work and adhere to good employment practice ensuring equality and diversity are valued.

Applicants who are invited for interview are advised in writing to contact HR confidentially should they require any reasonable adjustments during the interview and assessment day.

## Short-listing and Selection Techniques

The short-listing and interview panel should have been selected prior to the vacancy being advertised and consist of the same members. Ideally the short-listing panel should consist of a minimum of two including the Recruiting Manager and at least one other senior member of the team/department or a colleague from another multi-disciplinary field or similar department.

## Safer Recruitment Training

**At least one member of the panel should have received Safer Recruitment Training.**

Safer Recruitment Training is paid for by the school and as at the date of publication of this policy, training is provided by NSPCC.

<https://learning.nspcc.org.uk/training/schools/safer-recruitment-in-education-training/>

After the online training is completed, the Recruiting Managers attend a detailed briefing session with Human Resources. The session includes the school's Recruitment Policy, Safer Recruitment Practices, Keeping Children Safe in Education Recruitment guidelines and Interview Questions and Techniques, Short-listing processes, Safer Recruitment Checks, Contact with candidates, Feedback after interviews, etc.

## Preparing for the Interview

Most jobs are filled through interviews. The interview has two main purposes; to ascertain if the candidate is suitable for the job; and to give the candidate information about the job and the organisation. Each candidate should be offered the same opportunities to demonstrate their suitability and to ask questions of the interviewer.

All interviews whether formal or informal, need careful preparation to ensure that they are successful. Each candidate should leave with a sense of being treated well and fairly having had the opportunity to give of their best. Remember that the same questions should be asked of all candidates.

## Interview Schedules

An interview is often regarded by some as the least effective method for selecting a suitable candidate for a role, and this is often the case when insufficient time has been allocated to interview the candidates and the questions are rushed and ill-prepared. Selecting a suitable candidate for a role carries a huge responsibility and allocating insufficient time to interview candidates and allow for catch up and note writing, will lead to poor decision-making.

Ideally an interview should last approximately 45 minutes to an hour, which includes time for greeting the candidate and settling down, asking 8 –10 questions and allowing the candidate an opportunity to ask questions. If candidates are expected to make presentations, allow for more time.

Always leave a 15-minute gap between each interview to allow for catch-ups, note taking, toilet trips, leg stretches and the occasional late arrival. Make allowances for tea breaks and lunch breaks for the panel, as interviewing is quite hard work, involving extreme concentration in a fixed seating position for quite a long period.



## Informal Visits

Where possible it is recommended that candidates short-listed for interview be offered an informal visit just prior to the interview. It is often not practical or feasible to offer informal visits to candidates prior to short-listing, however this will depend on the vacant role, the number of potential candidates, and the department's time and resources. If informal visits are offered, then they must be offered to all candidates to ensure a fair recruitment process and carried out on the same basis for all.

Part of the interview process also involves the candidate assessing whether the organisation is a suitable place for them to work, so the guided tour is an ideal opportunity for them to learn more about the organisation. The guided tour need not be with a member of the panel, but may be conducted by a junior member of the team, and should take no more than 15 – 30 minutes.

## Structured Interview Questions

A structured interview designed to discover all relevant information and assess the competencies of the applicant is an efficient method of focusing on the match between the clearly defined criteria of the job and the candidate. It also means that there is a consistent form to the interviews, particularly important when there are several candidates to be interviewed.

Unstructured interviews are very poor for recruiting the right person, and given the limited time available in which to make such an important decision, it is advisable to prepare the questions carefully.

**The HR Team have created a master list of competency based interview questions to assist panels in selecting the most appropriate interview questions for each job role.**

All jobs have various competencies, some which are more important than others. It is important that the questions are based on specific competencies and where applicable suitable weighting is applied. The possible answers to the questions should also be prepared before-hand so that the interviewers can quickly assess whether the correct answers are being given which will facilitate scoring by the panel.

Most importantly: Ask open-ended questions that illicit a detailed response. Avoid at all costs, closed questions that can only be answered with a yes or no response. Ideally your questions should begin with, or include words, such as, What, Where, How, When, Describe, Explain, etc.

The panel can decide before the interview which panel members will ask which questions. Be sure to ask the interviewee at the end of the interview if they have any questions for the panel. Don't forget to let the candidate know when they can expect a call regarding the outcome of the interview.

## Conducting the Interview

All interviews are carried out face to face and at least one member of a recruitment panel will have had safer recruitment training. All applicants called for interview shall be asked the same questions and be requested to complete the same tasks, as appropriate to the position to be filled.

In addition to the candidate's ability to perform the duties of the post, the interview will ascertain the **candidate's suitability to work with children, verify mental and physical fitness and explore issues relating to safeguarding and promoting the welfare of children**. All applicants called for interview shall be asked to **exhibit their passport, evidence of residence (proof of address), and the originals of any degree or professional qualification certificates**.

The passports of ALL applicants, irrespective of whether they are EU or British citizens shall be examined to establish nationality and Immigration status. Copies will be taken of these documents, and will be retained for successful candidates only. A record will be made, and kept, of the interviews of all applicants.

Always greet the candidate warmly and shake their hand. Introduce them to the panel members, offer to take their coat or show them where to hang it, and offer them water in a clean glass. Talking is thirsty work and combined with nervousness, a glass of water is always appreciated.

It is also advisable to let them know where cloakroom facilities are prior to the interview. The interviewee must have an opportunity to settle down and feel comfortable. It is entirely appropriate to be friendly in order to put the candidate at ease, sometimes with appropriate brief conversation prior to the interview questions, which will allow them to relax and give of their best.

It is common that both interviewer and candidate are nervous. Be careful not to fill silences by talking too much – the aim of the interview is to draw information from the candidate to decide if they are suitable for the job. The candidate should do most of the talking.

Take up notes during and immediately after the interview, recording relevant answers and details. This is not only to facilitate the decision-making process, but also to provide feedback to the candidate if requested. Bear in mind the provisions of the Data Protection Act 1998, which will enable the candidate to ask to see interview notes where they form part of a 'set' of information about the candidate, including the application form, references received and the full personnel file, if they have commenced employment. Be aware that your reasons for appointing or not appointing a particular candidate may be challenged under discriminatory legislation, so it is important to make sound decisions based on job criteria which can be substantiated with notes and documentation.

## **Final Selection**

It is advisable to whittle down the applications to a manageable number for interviews. As a guide, it is feasible to interview 3-5 applicants for one vacancy. As each interview is likely to take about an hour, it is not advisable to interview more than 6-7 applicants in any one day. Once final selection has taken place, it is important to contact the candidates to be interviewed as soon as possible to ensure that they are able to attend the interview. Letters of invitation to attend an interview must always be sent out, at least a week in advance accompanied by a location map.

## **Regret Letters after Short-listing and Interviewing**

It is good working practice to send out regret letters to applicants who were not successful during the recruitment process. It may not be practical to send regret letters to all candidates who were not short-listed, however it is good practice to do so if possible.

All candidates who were interviewed and found to be unsuccessful for the role, should be notified as soon as possible, sometimes by telephone if possible, but always in writing.

Human Resources will advise a member of the Admin Team when it is appropriate to send regret emails to unsuccessful candidates.

## **Feedback to candidates after unsuccessful interviews / applications**

All candidates requesting feedback following unsuccessful interviews or applications are advised to contact Human Resources directly. Feedback should be brief, factual, constructive and preferably delivered over the phone by Human Resources. Where there are occasions where candidates may

be appointable however due to the high volume of suitable successful candidates, their application may not have been successful on this occasion, candidates may be contacted to ask if they would like to have their details retained for future vacancies should they arise.

## Appointment of Staff

Following interview of appropriate candidates, the selection panel will, with the Principal's agreement, make the selection of the candidate most suited for the position. A verbal offer of appointment will be made, conditional upon receipt of satisfactory completion of pre-employment checks. Offers of employment are usually made directly by the School Principal.

New staff are informed that providing false information is an offence and could result in the application being rejected, or summary dismissal if the applicant has been selected, and possible referral to the police.

## Pre-employment Procedure:

Having been advised of a staff appointment the HR Team will write to the successful candidate confirming the conditional appointment, the initial salary and scale point, the starting date of the appointment and the hours to be worked.

The HR team will complete an appointment checklist for each successful applicant. The checklist details all the relevant safeguarding checks and processes that must be completed before an employment start date can be confirmed. The HR Team will send to the new employee for completion and return:

- Annual school suitability Form (This form includes, Safeguarding Suitability, Next of Kin, Contact Details and, Health Questionnaire, Confidentiality Agreement, Dress Code, and link to policies \*)
- Offer of employment
- Contract of employment
- New employee details form
- School Calendar
- Application for Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information (unless the candidate can provide one issued for child workforce within an educational establishment that is not more than 3 months old or has been working in a school and stopped not more than 3 months previously).
- Policies to read and reply agree to adhere to in writing:
  - Safeguarding Children and Child Protection policy (including the school's safeguarding response to children who go missing from education, and the role of the DSL)
  - Staff Code of Conduct policy
  - Behaviour Policy
  - Whistleblowing policy
  - First Aid policy
  - Fire Evacuation policy
  - School Privacy Notice
  - Keeping Children Safe in Education

## Safer Recruitment Checks:

- **Teacher Prohibition Check:**

The HR Team will also check that a candidate is not subject to a **prohibition order issued by the Secretary of State, using the Employer Access Online service (see Appendix Prohibition from Teaching Form)**.

- **Personal Identity, address, P45 and right to work in the UK check:**

The HR Team will need to see the original passport and 2 forms of address identification of the new member of staff; the HR Team will take a photocopy of the passport and address ID. Form P45 from previous employer, or Form P46 for newly starting workers, are to be provided by the new member of staff to the HR Team for onward transmission to the School's Payroll Bureau.

- **Employment and Character References:**

New staff are required to provide the names and addresses of two persons to whom the HR Team will write for references. At least one reference must be from a recent or current workplace, and should be vetted and checked to ensure the reference contacts are valid and not personal friends.

Reference requests are completed on the school reference template, which details a number of safeguarding questions to assess the candidate's suitability to work in a school and perform the relevant job role. The recruiting manager and HR should double check the reference and ensure that employment dates correspond with the information provided in the application form. If appropriate, further references will be requested to cover at least a 5 year work / education history.

If there are delays in obtaining a reference, then a telephone reference can be completed and properly recorded in writing, and this should be followed up with a written confirmation and request for a written reference.

- **List 99 Barred List:**

New staff should not work with children at all until the barred list has been satisfactorily checked and must not work alone with children until the DBS Certificate has been received.

- **DBS check:**

DBS checks must be obtained for all staff working at the school. The level of check will be an enhanced check for all roles, and a check of the children's barred list. For those roles which involve providing personal therapy in post-16 or overseeing therapy staff in Post-16, then an adult's barred check must also be requested. A record of the DBS check number and date must be recorded in the school central staff register, and repeat checks may be completed at the discretion of the school and within a time-frame as agreed by the Senior Management Team.

Should a DBS check result in a disclosure, this will be discussed directly and only with the relevant parties, usually the applicant and the school principal. A risk assessment will be carried out. Should any cautions or convictions protected under the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] be inadvertently disclosed, it is unlawful to take that information into account in suitability decisions. Confidentiality must be maintained at all times.

If all the other safeguarding checks are completed, including a list 99 check (Children's barred list) has been completed, and there is a delay with obtaining the full DBS, a decision to confirm or delay the start date must be made on the basis of a risk assessment and with the full involvement of the

School Principal and the Child Protection Officer. All attempts must be made to expedite any delayed DBS applications.

- **Safeguarding and Foreign Nationals – Risk Assessment Form Template and Guidance Notes**  
Safeguarding and UK Citizens who have lived or worked overseas and foreign national.

The following guidance outlines Blossom House School's procedure when recruiting either UK citizens who have lived overseas or recruiting non UK citizens into a post that requires an enhanced DBS disclosure.

The Disclosure and Barring Service cannot currently access criminal records held overseas therefore a DBS check may not provide a complete picture of an individual's criminal record. If an applicant has lived or worked overseas within the last five years for a period 3 months or more, the School will therefore make further checks which can include:

- an overseas police check and / or
- a letter of professional standing from the professional regulating authority in the country in which the applicant has worked <sup>1</sup> (for teaching roles, for example, check documents issued by overseas teaching authorities where available) and / or
- a certificate of Good Repute / Letter of Good Conduct from the embassy of the country they have spent time in.

As stipulated within the Safer Recruitment Policy this is part of an applicant's pre-employment checks please note that a DBS and all other recruitment checks must be sought taking extra care with references and other background checks.

#### **Limitations of Certificate of Good Conduct/Letter of Good repute**

Managers should note that the information provided on certificates of good conduct/ letters of good repute can be subjective due to the following reasons;

- Data protection
- Political willingness e.g. Countries with political unrest are unlikely to provide information.
- Culture e.g. age of consent in a number of EU countries is less than 16.
- Each country may provide different information, and in some cases, will not provide any information.

#### **Obtaining a Certificate of good conduct/good repute/overseas police check**

The **applicant** is responsible for requesting a 'Certificate of Good Repute/Letter of Good Conduct' from the home embassy of that country which can authenticate the document. It also reduces the need and cost for potential translation requirements. Costs for the certificate/letter can vary according to the country and the applicant must cover this charge.

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<sup>1</sup> Advice about which regulatory or professional body applicants should contact is available from the UK national agency for international qualifications and skills - UK ENIC or Ecctis.

Applicants must provide a certificate of good repute / letter of good conduct /overseas police check from a country that is able to provide one. If this is not obtained, they must provide evidence that an attempt was made to obtain a certificate / letter.

### Useful Contacts/Link

Foreign and Commonwealth website [www.fco.gov.uk](http://www.fco.gov.uk) or telephone 020 7008 1500

UK national agency for international qualifications and skills - UK ENIC or Ecctis.

### Risk Assessment Template - Safeguarding and UK Citizens who have lived or worked overseas and foreign national.

**What is this assessment for?** If an applicant has lived or worked overseas within the last five years for a period 3 months or more, they must provide a certificate of good repute / letter of good conduct /overseas police check from a country that is able to provide one. If the applicant is unable to provide any certificate of letter of good conduct, the Principal should make an assessment of any potential risks.

**Who completes it?** The Principal must complete this assessment with knowledge of the role, ensuring that appropriate safeguards are put in place.

**Where do I keep it?** This form should be retained on the personal file of the individual involved.

Considerations (tick Yes/No and add necessary comments)	Yes	No	N/A	Comments / Safeguards
Has the applicant provided evidence that a Cert of good repute / overseas police check / letter of professional standing has been requested?				
If one has not been requested please state the reasons.				
Is the certificate / letter from a country where it may prove difficult to obtain?				
Have satisfactory employment references been sought and received?				
Have references been validated to ensure accurate? E.g. dates match, from genuine source.				
Have satisfactory other pre-employment checks been completed? E.g. proof of right to work, qualifications				
Has the person completed the annual suitability form and have they declared any information?				
Has the person completed their DBS application or received their DBS certificate?				

N.B - Following on from completing this assessment of risks, if the applicant is employed, it is imperative that the employee is provided with an in-depth induction and any relevant professional codes of conduct are issued.

Signed..... (Principal) Dated.....

## Induction of New Permanent and Temporary Staff

For details of the induction programme for permanent staff, please refer to the **Induction Policy**. All permanent, fixed term and temporary staff, visitors, students and agency supply staff must undergo Child Protection Induction with the Child Protection Officer as soon as possible on the morning of their first day at the School. Within the first week induction with HR, and the Health and Safety Team will take place, and where relevant the Behaviour Team, Occupational Therapy, Physiotherapy, Speech & Language Therapy, Art Therapy, Music Therapy, etc. A record of completed induction is kept and forwarded to HR for filing and record keeping.

The school runs a regular full induction programme where all new staff have an opportunity to meet the leadership team and ensure that all the relevant induction sessions are completed.

All staff will have received the relevant policies during the pre-employment phase, and within the first week, all new staff will receive an HR induction followed up with an email detailing the induction, relevant information, forms and a link to the Staff Handbook.

## Employment Agencies, Temporary Staff, Volunteers, Students, Advisory Body and Contractors

The vetting procedures for Temporary Staff, Volunteers, Advisory Body or Students attached to the School as part of their studies; who are not subject to a written Contract of Employment but are in regulated activity, are as above. The documents required and checks to be made are:

Passport/Photo I/D and proof of address to be seen; Annual Suitability Form completed; barred list check and enhanced DBS certificate supplied; Teacher Prohibition Check (including Section 128 check for Advisory Body - see Appendix). HR and Finance must be consulted and involved in all Agency Staff appointments to ensure that adequate safeguarding checks are completed and that finance is in place.

All **agency time-sheets** must be signed by the line managers and sent directly by the line manager to the HR Team who will forward the timesheet to the agency and file a copy in Finance and HR. This is vitally important as finance will not be in a position to pay agency invoices without adequately checking the timesheets. Under no circumstances should original signed time sheets be returned to agency staff for forwarding to HR or Finance. Once the time-sheets are signed by the line manager, it is the line manager's responsibility to forward the time-sheets to HR. Failure to do so could result in delays in payments, and incorrect invoicing.

All agency placements can only take place once Finance has approved the costs associated with the placement.

Where any Temporary Staff, Volunteers and Students are not in regulated activity, the school must undertake a risk assessment and they must be supervised at all times.

## Employment Agencies and Contractors

Employment Agencies and Contractors must sign a declaration in order to provide staff (see Appendix B). Agency staff will also need to provide their passport, right to work in the UK, proof of address and DBS certificate on the day they commence work.

**The declaration should include the following:**

*A person supplying work to the school may only begin to work at the school after the school has received written notification of the following checks, including the date each check was completed or certificate obtained:*

- ***an identity check;***
- ***a check to establish whether the person is barred from regulated activity relating to children in accordance with section 3(2) of the Safeguarding Vulnerable Groups Act 2006 or is subject to any direction made under section 142 of the 2002 Act or any disqualification, prohibition or restriction which takes effect as if contained in such a direction;***
- ***an enhanced DBS check or an enhanced criminal record certificate* which your business or another employment business has obtained. The DBS check/certificate must be obtained no more than three months before the date on which the person is due to begin work at the school, unless the person has already had an enhanced DBS check/certificate from working in a school or further education institution no more than three months previously;**
- ***where any such DBS checks/certificates contain a disclosure, or where any information has been supplied to your business in accordance with section 113B(6) of the Police Act 1997; a copy of the certificate must be given to the school;***
- ***further checks on people living or having lived outside the United Kingdom, whereby obtaining any such DBS checks/certificates is not sufficient to establish the person's suitability to work in a school; as the Secretary of State considers appropriate;***
- ***a prohibition from teaching check;***
- ***a check of professional qualifications; and***
- ***a check to establish the person's right to work in the United Kingdom.***

*It is a condition of accepting to work with Blossom House School that you can comply to the above. Please either sign below to confirm or send written confirmation:*

*Signed.....*

*Dated.....*

*Job title.....*

***Please ensure that each time a new worker attends the school for the first time that they bring their passport, proof of right to work in the UK, two forms of proof of address and DBS certificate.***

## **University Students on Placement**

**Any staff offering or confirming a student school university placement must involve the HR Team as soon as possible to ensure that adequate safeguarding checks are complete prior to the proposed start date.** These safeguarding checks can take quite some time as these students are sometimes considered in **regulated activity**, (depending on the criteria and duration of the placement) so it is really important that adequate timelines are considered.



The HR team must complete a student safeguarding checklist which details all the safer recruitment checks to be completed prior to a start date being confirmed. Whilst the expectation is that the University will conduct many of these checks, it is the responsibility of the school to ensure that there is documentary evidence that the relevant safeguarding checks are completed.

The list of safeguarding checks for students in regulated activity mirrors that of permanent appointment of staff in almost all respects, and also includes evidence of a placement agreement and signed contract detailing the responsibility of the school and the university. Whilst at Blossom House School all university students are expected to sign a declaration indicating they have received and read all the relevant safeguarding policies. Students are also expected to sign a confidentiality agreement and are always supervised.

## Visiting Speakers

Visiting speakers, whether invited by staff or by the pupils themselves, must be suitable and appropriately supervised. Speakers must not engage in inappropriate discussions which may offend or harm others, undermine fundamental British values, express any prejudicial views, or attempt to influence or impose their personal values, attitudes or beliefs on pupils or staff.

**All new staff, including temporary staff and volunteers are sent an email containing:**

- Safeguarding Children and Child Protection policy
- Staff Code of Conduct policy
- First Aid policy
- Fire Evacuation policy
- Whistle Blowing policy
- Confidentiality agreement to be signed which also confirms that policies have been read and understood (Appendix A)
- Part 1 of Keeping Children Safe in Education
- Name badge to be worn when in school

## Referring to DBS (Disclosure and Barring Service)

Blossom House School is aware of their obligation to refer any person (whether employed, contracted, a volunteer or student) to DBS if:

- They are dismissed because they have harmed someone;
- They are dismissed/removed from working in regulated activity because they might have harmed someone;
- They were going to be dismissed for either of these reasons, but they resigned first.

## Referring to NCTL (National College for Teaching and Leadership)

Blossom House School is aware of their duty to consider making a referral to the NCTL where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate.

## Record Keeping, Retention & GDPR Privacy Notice

The HR Team shall complete, as appropriate, the details of the new member of staff on:

- Single Staff Record

- School Management Information System (MIS / School pod)

And ensure that all appropriate details and records are obtained. All documents and records relating to members of Staff shall be kept in an individual folder within the file of staff record.

Documents relating to Temporary Staff, and Students are to be retained and filed separately from Permanent Staff Files, all being under the control of the HR Team.

Details and applications from unsuccessful candidates will be safely shredded in accordance with the Schools Data Protection and Data Retention Policy.

Records of successful applicants (i.e.: Employees, etc.) will be kept in accordance with relevant legislation and the Schools Data Protection and Data Retention Policy.

All successful candidates are sent two individual privacy notices, one to sign and return and one to retain.

Information regarding Applicant Privacy Notices is available on the school website.

## COVID-19 Response

In response to the Covid-19 pandemic Blossom House School will continue to follow Government Guidance (currently [SEND and specialist settings - additional operational guidance: COVID-19 \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/86291/send-and-specialist-settings-additional-operational-guidance-covid-19.pdf))

It remains essential that people who are unsuitable are not allowed to enter the children's workforce or gain access to children. Where new staff are recruited the HR Team will continue to follow the School safer recruitment policy and existing processes including, as appropriate, relevant sections in part 3 of KCSIE.

### ID Document Checking for DBS Certificates

The HR Team has noted the response made by the Disclosure and Barring Service (DBS) in response to COVID-19, and has changed ID document checking appropriately to minimise the need for face-to-face contact. This means that ID documents will first be sent by email to the HR Team then viewed over video link. The new starter must bring in the original documents the first time they are in School.

### Referrals

The School will continue to follow it's legal duty to refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult (paragraph 163 of KCSIE). The School will continue to consider and make referrals to the Teaching Regulation Agency (TRA) as per paragraph 166 of KCSIE and the TRA's 'Teacher misconduct advice for making a referral. During the COVID-19 period all referrals will be made by emailing [Misconduct.Teacher@education.gov.uk](mailto:Misconduct.Teacher@education.gov.uk).

### Reducing Risk of Unnecessary Recruitment Contact during Covid-19 pandemic

During the pandemic new procedures for recruitment have been implemented with the aim of reducing unnecessary contact within the school and where possible finding alternative ways to conduct interviews and assessments of candidates who have applied for vacancies. Where possible, initial preliminary interviews are conducted via Zoom using the school's account. The candidates email their documents to the HR Team prior to the Zoom interview. If the candidate is unsuccessful, the emailed documentation is deleted.

If the candidate progresses to the next stage of the process, a trial day and interview at the school is arranged, and the Admin Team email a Covid declaration form is email to the candidate prior to the interview. Candidates are advised to notify the school to reschedule the interview if they cannot attend due to Covid symptoms, positive test or self-isolation. The candidate must complete and email the form back to the school before the interview.

In order to reduce the number of contacts made at the school, a small subset of teachers/therapists and classrooms are selected as “interview-ready” classrooms across Early Years, Primary, Secondary and Post-16. This ensures that the candidates spend time in a specific phase of the school and only in specific classrooms. The trial day for Teaching Assistants, Teachers and Therapists consists of time spent in the classroom, outdoors at lunch-time/break/playtime (for TA only) and an interview. Time spent at the school should last no longer than 3 hours.

A candidate attendance register is completed (by the admin team) to avoid cross-contamination of pens and paper, and an online Outlook calendar is updated with the interview details. This allows the school to keep track of who is visiting the school and for how long, so that if there is a need to begin contact tracing, the information is readily available. Candidates also wear a specific coloured lanyard so that all staff on site know that the candidate is an interview candidate and may require additional support or direction. Hand-sanitisers are located throughout the school and candidates are advised to wear face coverings in busy areas, the staff room and during transitions.

Offers of employment are posted out and emailed, and successful candidates are not expected to return to the school until a start date is confirmed or a transition day (for teachers) is confirmed. Contact with successful candidates is maintained prior to their start date, by the use of email, post, phone calls and Zoom calls where required.

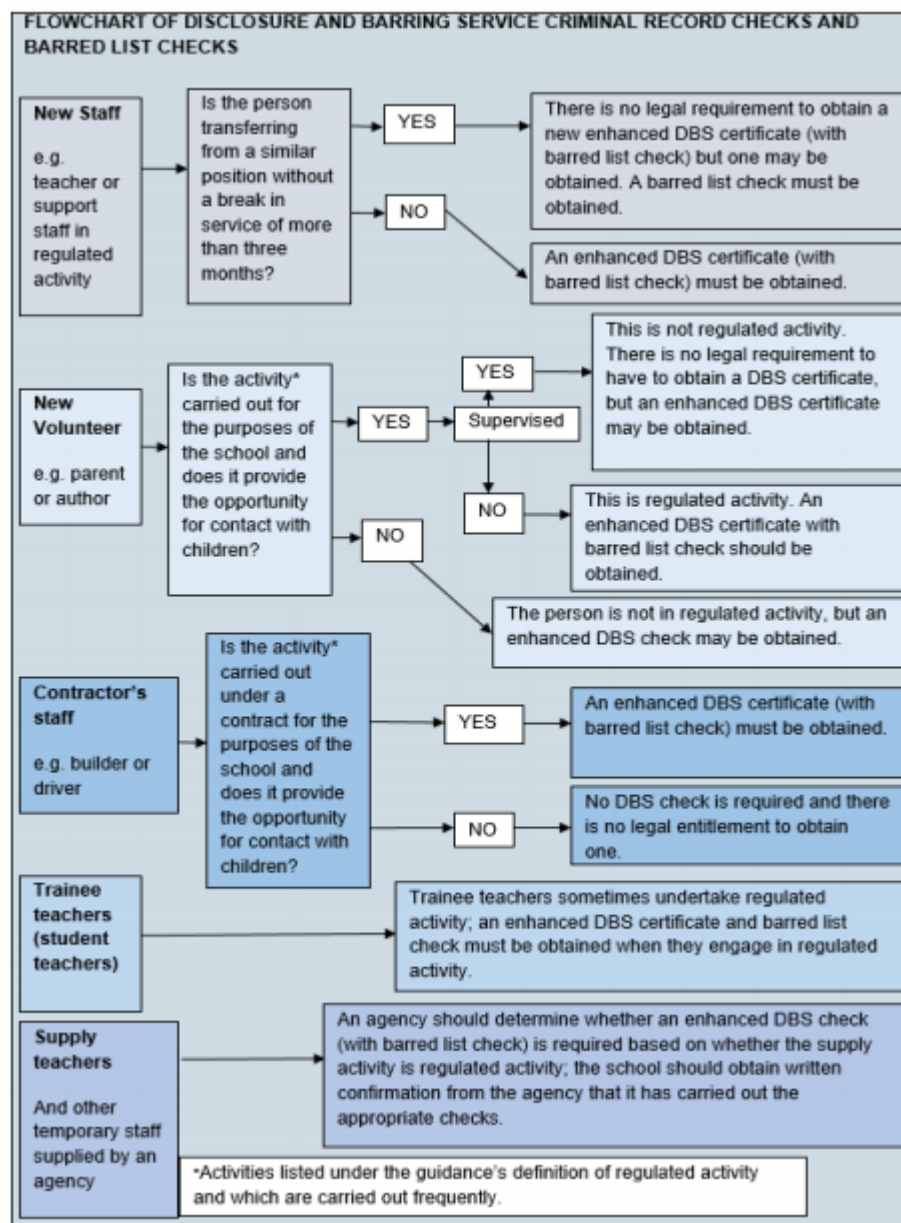
As soon as all checks are completed, HR notifies the Admin Team and IT via email, to ensure a smooth transition and activation of email accounts and log-in details.

The documents of unsuccessful candidates are deleted/shredded as appropriate as per GDPR.

## ANNEXURES (TEMPLATES AND CHECKLISTS)

### Safeguarding Checklist (front of personnel file)

BLOSSOM HOUSE SCHOOL - SAFEGUARDING CHECKLIST (FOR ALL ROLES)			
<b>Candidate Information</b>			
Full Name:			
Date of Birth:		NI Number	
Address:			
Email & Telephone:			
Position & Details:			
Start Date & Term:		Permanent Temp Fixed Term Maternity Cover	Term Time Part Time Non-Term time Full-time Agency:
Hours/Days pw:			
Salary per annum:			
<b>Recruitment Checklist</b>			
	Job Advert & Place advert was seen		Application Form / CV
	Job Description & Person Specification		Interview notes and Observation Sheets
<b>Offer of Employment / Placement / Policies</b>			
	Offer letter sent out		Contract & Privacy Notice sent out
	Acceptance of offer		Signed contract & Privacy notice returned
	Policies sent out		Agreement to follow policies returned
<b>Qualifications and Training</b>			
	Qualifications copied		QTS/HCPD Details
<b>Safeguarding Checks (Please include dates and details. Only tick once complete)</b>			
	List 99 check		DBS link sent. DBS Verified on line.
	Prohibition from Teaching Check		DBS received online version
	Overseas Police Check		DBS received original with copy on file
	2 X Proof of Address		Confidentiality Agreement signed
	Right to work in the UK		Declaration regarding suitability
	Passport Seen and copied		Health Check on Annual Suitability Form
	Reference 1		Reference 2
<b>HR / Finance / Admin / IT / General Induction</b>			
	HR – Central Staff Register Updated		Admin - Update <del>School</del> Rod / Issue Access Card,
	Finance: New Starter Form		IT, SMT, Finance, Admin, DLS, <u>LATS</u> Induction Team – notified via email of start date
	Child Protection Induction		General Induction Completed



Taken from KCSIE 2020



Teaching  
Regulation  
Agency

**Teaching Regulation Agency**

Telephone: 0207 593 5391

## Blossom House School

### PROHIBITION FROM TEACHING & CHILDREN'S BARRED LIST CHECK

Organisation code 315/6076

<ul style="list-style-type: none"> <li>DBS children's barred list check (If a potential match is returned please contact DBS at <a href="mailto:dbscost@dbb.gov.uk">dbscost@dbb.gov.uk</a>)</li> </ul>	
<ul style="list-style-type: none"> <li>Teachers who have failed induction or probation</li> </ul>	
<ul style="list-style-type: none"> <li>General Teaching Council for England (GTCE) sanctions</li> </ul>	
<ul style="list-style-type: none"> <li>Teachers and others prohibited from the profession</li> </ul>	
<ul style="list-style-type: none"> <li>Teachers sanctioned with section 128 barring direction</li> </ul>	
Full Name:	
Date of Birth:	
Position & Details:	
Date of check:	

I confirm that I have checked all of the above lists.

Human Resources Manager

Blossom House Lower School & Upper House, Station Rd, Motspur Park, New Malden, KT3 6JJ

Main telephone no.: 020 8946 7348 (ext 106)

Company Registration no. 5198780

**GDPR RETENTION PERIOD & GUIDELINES:** TO BE KEPT SECURELY IN STAFF PERSONAL FILE IN HR LOCKED CABINET IN ACCORDANCE WITH RETENTION PERIOD FOR STAFF FILES (CURRENTLY AS LONG AS SCHOOL IS TRADING – FOR OFSTED INSPECTIONS, SAFEGUARDING INSPECTIONS, ETC. CANDIDATE IS NOTIFIED CHECK IS TO BE CARRIED OUT VIA EMAIL AND IN ADVERTS AND APPLICATION FORMS.)

## Invitation to Interview Emailed Letter

Dear NAME, COPY ADMIN, ZELAH, CHERYL/SHIRLEY AND INTERVIEW PANEL

### Invitation to interview for ROLE:

Thank you for your recent application for the above vacancy and for **attending the interview via Zoom.**

### **Interview Details and Confirmation:**

As per our conversation today, I am pleased to inform you that you have been shortlisted and you are invited to attend an interview.

**DATE:**

**TIME:**

**VENUE:** at Blossom House School, Station Road, Motspur Park, New Malden, KT3 6JJ **OR**  
**Blossom House School, 1-5 Christopher Place, Chalton Street, London, NW1 1JF**

If you are delayed, please telephone the Admin Office on telephone no. 020 8946 7348.

### **Interview Schedule:**

The schedule for your interview will be as follows:

**12.30pm Arrive and HR/Admin to take copy of documents**

**12.45pm to 2.30pm – In class observation with NAME**

**2.40pm to 3.00pm – Second interview and chance to reflect on time in classroom with NAME and another colleague.**

### **Interview Panel:**

**You will be interviewed by NAME and another member of the Blossom House Team.**

### **Important safety measures in place due to Covid-19.**

#### **Before the interview**

If you have been advised by the NHS that you or someone who you live with is extremely clinically vulnerable you must not attend an interview in School. It may be that the School postpones the interview until a time when it is possible for you to safely come in to School.

If you have been advised that you are clinically vulnerable we ask that you advise us immediately to assist us in carrying out an individual risk assessment. It may be that the School postpones the interview until a time when it is safer for you to come in to School.

**You will be sent a Covid declaration form from the Admin team about your health on the day of the interview. Please sign and return it to the Admin team.**

#### **Travel to School**

We encourage you to arrive for interview by foot, cycling or private car (we have ample parking on site). If you do travel by public transport please take note of the Governments safer travel guidance <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>

**Please read and adhere to the following whilst on School premises:**

- Keep 2 metres apart wherever possible, adhering to the floor markings around the School.
- Remember to wash your hands with soap and water or hand sanitiser regularly for 20 seconds.
- In the case of sneezes and coughs, remember to 'catch it, bin it, kill it.'

**Particular requirements on the day of the interview:**

If you have any particular requirements in relation to the interview or the prospective job, please contact **the Human Resources Managers; Zelah Hodges or Danila Ardé** via direct telephone 020 8879 9902 or via email [HRTeam@blossomhouseschool.co.uk](mailto:HRTeam@blossomhouseschool.co.uk) so they can discuss any equipment or facilities you may need.

We are requesting this information to make the process as equitable as possible for each candidate in accordance with the Equality Act 2010. Please do not discuss reasonable accommodations or requirements with any other staff member other than the Human Resources Manager(s) as it is important that confidentiality is maintained.

**Documents to bring with you on the day of the interview:**

- Evidence of your right to work in the UK (original passport, residence card, etc.)
- Photo ID (original driver's licence or original passport)
- Proof of address (an original utility bill, etc. dated within the last three months)
- Originals of your relevant Academic qualifications

**GDPR Regulations and Applicant Privacy Notice:**

- A member of our Administration Team will make the relevant copies of your documents in accordance with our Safer Recruitment Policy and Applicant Privacy Notice.
- As per government guidance and our Safer Recruitment Policy, the above documents are required to ensure we make the necessary checks to confirmed identity, the right to work in the UK and necessary qualifications for the role.
- Your documents will be kept safe and secure for as long as is necessary in accordance with the General Data Protection Regulations and our Applicant Privacy Notice.
- If your application is successful, we will retain the copies of your documents to facilitate the remaining Safer Recruitment checks as per Ofsted, government guidelines and our Safer Recruitment Policy.
- If you are unsuccessful in your application, we will safely shred the personal documents you bring on the day of the interview, and no information from the documents will be transcribed, copied, transferred or shared.
- I have included our Applicant Privacy Notice. It provides you with information about how we use your personal information and data during the Recruitment Process.

**Directions to Blossom House School (Motspur Park)**

The school is located within walking distance of Motspur Park Station, (overland train) which **does not** have step-free access on both sides of the platform. Local buses also stop close to the school, and you are advised to check with Transport for London for the best public transport route to the school. Parking for cars is also provided at the school should you wish to drive. Free parking may also be available on the nearby streets or at the Recreation Grounds at the end of Marina Avenue. If you are arriving or leaving the school around 3:10pm to 3:45pm it is advisable to avoid parking within the school grounds to avoid congestion.



**Dress Code**

All staff must attend for work in a fit condition for work. Clothing should not impede your movement, cause a health and safety issue, impede your ability to carry out your role, nor should it prevent effective communication.

- Smart trainers are permitted these should be clean, no holes and not frayed.
- No blue jeans or combats are permitted and trousers should not be faded or frayed.
- Beach shoes/flip-flops/havaianas should not be worn.
- No low cut or vest tops.
- Skirts and shorts should be below mid-thigh in length.
- Tee shirts must be plain, without logos or slogans and should be clean.
- No bare midriffs and please make sure underwear isn't visible!
- Visible piercings, other than appropriate earrings, should not be worn and tattoos should be covered at all times.
- Hair (including facial hair) should be clean and tidy.

Appropriate protective clothing will be provided by the School for staff working with DT/Food Tech/Art. If for any religious / cultural reasons you wish to wear another type of piercing or tattoo please get in touch with the Principal.

**Recruitment Process**

In order to ensure that we meet our Safer Recruitment guidelines it will be necessary to conduct some recruitment checks prior to making a final decision regarding any offers of employment. This may involve taking up references and conducting a check on the Teacher Regulation Agency Prohibition from working with children register and the Children's Barred list. If you have any objections to these checks being carried out, please contact the Human Resources Department prior to confirming your attendance at interview.

All offers of employment are subject to the completion of Safer Recruitment checks in accordance with Ofsted Guidelines. A satisfactory DBS check will also be required for all roles.

We hope you enjoy your interview day at Blossom House School.

Thank you

Kind regards

Human Resources

Direct telephone no.: 020 8879 9902

E-mail: [recruitment@blossomhouseschool.co.uk](mailto:recruitment@blossomhouseschool.co.uk)

Blossom House Lower School & Upper House

Station Rd, Motspur Park, New Malden, KT3 6JJ

Main telephone no.: 020 8946 7348

Website: <http://www.blossomhouseschool.co.uk/>

Company Registration no. 5198780