

## WFF Recruitment, Safer recruitment and DBS checks – policy and procedures

### THE PROCEDURE

#### Advertising

To ensure equality of opportunity and promote equity, diversity and inclusion, the federation will advertise vacant teaching and administrative posts to encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient qualified internal candidates for the posts available or where staff are at risk of redundancy, an internal advertisement may be considered appropriate. External advertisements will be placed in suitable publications, including but not limited to eTeach, to reach beyond the Forest of Dean and this could include Chepstow, South Glos, Bristol and South Wales. It will be explicit in the advertisement that visits to the school are actively encouraged. Advertisement wording will include the description of WFF as ‘an inclusive organisation’.

#### Applications

Applicants will receive a job description, a person specification for the role applied for, a copy of the ‘WFF Recruitment Statement’ (appendix A). It will be explicit that visits to the school are actively encouraged. All applicants for employment will be required to complete a confidential application form containing questions about their academic and employment history and their suitability for the role. This application form includes the requirement for a personal statement. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. The school does not accept a Curriculum Vitae in place of an application form.

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experiences, gaps in employment history or periods of work abroad will be discussed in more detail.

#### Shortlisting

Shortlisting will be undertaken by a panel of three people from the federation. We aim to ensure diversity of seniority, age, gender identity of the panel and other factors as appropriate. A minimum of one person on the shortlisting panel will have a certificate of safer recruitment training.

We will ensure all shortlisting panel members receive unconscious bias refresher training by completing the short quiz- <https://www.everywoman.com/my-development/learning-areas/articles/unconscious-bias-quiz-do-you-know-facts>

Application forms will be presented to the shortlisting panel with names, age and gender identity removed. The monitoring form in the application pack will not be provided for shortlisting and will be used for internal monitoring of applications only following appointment. This will subsequently be used to evaluate the success of the advertising in attracting a diverse field of applicants.

A shortlisting grid will be used to record the information matched to the person specification.

Those scoring most highly will be invited to interview. The number of candidates invited to interview will vary in order to be able to see all of those who meet the essential criteria.

The invitation to interview will include a letter from the Executive Head Teacher outlining our values and expectations for those joining our staff team.

## Interviews

The selection process will always include the following;

- A tour of the School
- The candidate will be observed teaching a lesson or activity
- A face to face professional interview including questions relating to safeguarding children
- Verification of Qualifications and/or professional Status

And may include:

- Informal chats with specific members or teams of staff or governors
- Lunch with the children
- Interview by the school council
- Presentation
- Activities matched to the demands of the role eg a budget exercise
- Role play

The interview process will be undertaken by three people from the federation and will aim to ensure diversity of seniority, age, gender identity or other factors as appropriate.

Not all interview activities will be observed by all of the panel.

The face to face professional interview will be hosted by the EHT and the questions will be asked by all members. A question grid will be used to record the candidates answers and scored from 1-3 with 1 being the lowest and 3 being the highest. This scoring will be in response to the key points and required knowledge shown by the candidate. The candidates with the highest scores will be considered for the post. The outcomes of all activities will contribute to a discussion around the suitability and match of the candidates experience and strengths to the post applied for.

Short listed applicants will be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The School will verify that applicants have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the School will require sight of a properly certified copy. Where applicants have obtained qualifications abroad, a certified comparability check by BARIC will be required. Proof of identity and other documentation will be verified by the administrator.

The School requires applicants to account for any gaps or discrepancies in employment history on the application form. Where any applicant is shortlisted, any gaps will also be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in an application being rejected or summary dismissal if the applicant has been selected. Where false information is provided in support of an application to work at the School, the School is required to report the matter to the Disclosure and Barring Service, the Police and other relevant professional bodies.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## Appointments

When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- We will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before

confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### Existing staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

We believe the individual has engaged in relevant conduct; or

The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or

The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and

The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

An enhanced DBS check with barred list information for contractors engaging in regulated activity

An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

Schools with pupils aged under 8 add: In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act

2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

## Governors

- All governors will have an enhanced DBS check without barred list information.
- They will have an enhanced DBS check with barred list information if working in regulated activity.
- All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

## Appendix A

### WFF Recruitment Statement

At the Wye Forest Federation we want to recruit the most talented individuals to join our school. We value diversity, including cognitive diversity, and recognise that it is to our strategic advantage to develop diverse teams. We further recognise that recruitment can be susceptible to various forms of bias, including:

**Unconscious bias** where recruiters unconsciously and inaccurately attribute attitudes and behaviours to candidates based on demographic factors.

**Affinity bias** where recruiters favour people most like themselves.

We are an inclusive organisation and aim to reflect that in our recruitment procedures.

#### *Recruitment procedures*

- We will screen all applications for shortlisting with name, age, and gender identity hidden from view.
- We will aim to ensure our panel consists of at least three people and represent the full diversity of our organisation through a variety of seniority, gender identity, age and other factors as appropriate.
- We will ensure that all interview panel members receive unconscious bias refresher training by completing this short quiz: <https://www.everywoman.com/my-development/learning-areas/articles/unconscious-bias-quiz-do-you-know-facts>
- We will consider all requests for flexible working against the demands of the organisation and accommodate them wherever possible.
- We will send out a copy of this recruitment statement with all application packs.