



## **SAFER RECRUITMENT**

**This policy has been approved  
and adopted by the  
Governing Body  
January 2018**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. Pearl Hyde Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the school's Single Equality Scheme.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The school is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

All interviews are conducted by an interview panel and each panel includes one member of staff who has undertaken the local authority Safer Recruitment training. The recruit process follows the local authority guidance below:

## Checklist for Recruiting all employees in schools

Employing a person to work for your school starts with the recruitment and selection processes. To help with these important processes, the **Human Resources Recruitment Team** has put together this checklist to help you to manage your recruitment processes.

<b>Advertising</b>	<p>If you want Coventry City Council to deal with your advertisement you need to send your advert request together with your job description and person specification to <a href="mailto:RecruitmentAdvertising@coventry.gov.uk">RecruitmentAdvertising@coventry.gov.uk</a> and they will process your request within 2 working days</p> <p>If you would like to speak to someone directly about your advertising requirements please contact either</p> <p>Call Sue Robinson, Alison Court or Julie McSorley on 024 7678 7333, 024 7683 3456 or 024 7683 2540.</p> <p>Please also provide details of where you would like your advert to appear, closing date and interview date as this will speed up the process.</p>
<b>Pre-Employment Checks</b>	<p>After the interview process all pre-employment checks <u>must</u> be completed before a final offer is made to the successful applicant. Conditional offers, subject to the appropriate clearances, should be made. No employee should start without first being medically cleared and being confirmed as eligible to work in the UK.</p> <p>The pre-employment checks are – References, Disclosure &amp; Barring Service Checks (DBS)/Children’s Barred List (list 99*), Medical checks, Qualifications*, Asylum and Immigration checks*, for proof of eligibility to work in the UK and Teacher Registration (if applicable).</p> <p>*The originals of these documents <b>must</b> be checked, copied and signed by the person checking the documents and forwarded promptly to the Recruitment team.</p> <p>The HR Recruitment team is responsible for ensuring all checks have been received before sending out a final offer letter to successful applicants. Please return all paperwork, where possible, by email to your allocated administrator <a href="mailto:lisa.bolton@coventry.gov.uk">lisa.bolton@coventry.gov.uk</a> 024 7683 2140 or post to the Recruitment Team located in:</p> <p><b>Upper Studio Civic Centre 2</b></p>

	<p><b>Earl Street Coventry CV1 5RR</b></p> <p><b>Please ensure all completed paperwork is returned to the Recruitment Team prior to the employee starting. Failure to do so will cause delays in getting the employee PAID.</b></p> <p><b>If you are experiencing any difficulties please do not hesitate to contact your Recruitment Administrator for advice.</b></p>
<b>References</b>	<p>In line with safeguarding advice you must take up references before an offer is made and copies kept for your Single Central Record.</p> <p><b>Alternatively, for further information and assistance contact your Recruitment Administrator.</b></p>
<b>Disclosure &amp; Barring Service Checks (DBS)</b>	<p>The DBS on-line application must be <b>accurately</b> completed and relevant forms of ID produced to the school for processing. We advise that the panel asks the successful applicant to complete the on-line application as soon as possible. This along with accurately completed documentation will help to reduce the delay.</p> <p>Further information on DBS processes can be found in the schools <b><u>DBS guidance</u></b> sent to all schools.</p> <p><b>Alternatively for further information please contact Julie McSorley on extension 024 7683 2540 or alternatively Alison Court and Sue Robinson on extension 024 7683 3456.</b></p>
<b>Medical checks</b>	<p>Each successful applicant has to complete a medical questionnaire and be medically cleared <b>before</b> an offer is made. The successful applicant must complete the questionnaire and send it to the Recruitment team who will complete the checking process. The forms are available from your Recruitment Administrator.</p> <p><b>If you need any further detail please contact Lisa Bolton on ext. 024 7683 2140</b></p>
<b>Asylum and Immigration Checks</b>	<p>Every employer is legally required to ensure that they are not employing anyone illegally. There is a <b>£20,000.00</b> on the spot fine for employing someone illegally.</p> <p>It is the duty of the interview panel or a designated person who</p>

	<p>meets the candidates invited for interview to <b>check passports</b> and other <b>forms of identity</b> to ensure that a successful applicant has the right to work and 'leave to remain' in this country.</p> <p>Documentation checked must be <b>copied, signed and dated</b> and returned your recruitment team administrator.</p> <p><b>If you require any further guidance on this, please contact Julie McSorley on ext 024 7683 2540.</b></p>
<b>Qualification</b>	<p>It is a requirement that checks are made on all necessary qualifications in line with safeguarding responsibilities and DfE guidelines for schools and for DBS records. <b>Copies</b> must be made of the required qualifications and <b>signed, as original seen and dated</b> by the checker.</p> <p>You <b>must</b> keep copies of the qualifications for your Single Central Record.</p> <p><b>Contact the Recruitment Team for further information.</b></p>
<b>Starter/variation and transfer forms</b>	<p>When you have completed your recruitment you need to complete a <b>starter form</b> (for employees starting to work for the <u>first time</u> for Coventry City Council or a <b>transfer form</b> for existing employees. This will help us to process all the checks quickly.</p> <p><b>If you require help in completing this form please contact Recruitment Administrator</b></p>
<b>Returning all Recruitment paperwork</b>	<p>Please ensure all recruitment and selection paper work is stored securely and kept for a period of 12 months in case of any Recruitment and Selection complaints and in line with data storage guidelines.</p>

**CHECKLIST FOR DOCUMENTATION TO BE RETURNED TO THE RECRUITMENT TEAM FOR A NEW STARTER/TRANSFER**

**Have you returned the following documentation to the Recruitment Team:**

- |  | <b>YES</b>               |
|--|--------------------------|
| • Starter/Transfer Form (signed)*                                  | <input type="checkbox"/> |
| • DBS On line Form completed correctly*                            | <input type="checkbox"/> |
| • Children's Barred List (List 99) request required?*              | <input type="checkbox"/> |
| • Proof of eligibility to work in UK (signed copy)*                | <input type="checkbox"/> |
| • Copies of proof of qualifications (signed copy)*                 | <input type="checkbox"/> |
| • Pre-Employment Health Questionnaire                              | <input type="checkbox"/> |
| • Teacher Registration confirmation (if applicable)                | <input type="checkbox"/> |
| • P45 or P46   | <input type="checkbox"/> |
| • Bank/Personal Details (this may be forwarded by the individual)* | <input type="checkbox"/> |

**NB Those marked with an asterix\* are essential to enable the individual to be paid**