



THE PIGGOTT SCHOOL

'....to be a school which inspires and encourages the highest achievement'

SAFER RECRUITMENT PROCEDURES

Date last reviewed: Autumn term 2019

Responsibility: Headteacher and Chair of Governors

Review Period: Annually

Person Responsible: **Headteacher**

Review Period: **Annual**

- The Piggott School Governing Body is the school's employer. Its members are liable for employees, and have responsibility for the Piggott School HR policy.
- HR records are maintained throughout employment, both in hard copy, and electronically within the SIMS programme. Those records are maintained as part of our safer recruitment procedures, to meet the needs of our safeguarding policy, to fulfil employment regulations, for performance management and continuous professional development purposes. HR records are also used in the event of any disciplinary procedure.
- Comprehensive safer recruitment procedures are maintained throughout the recruitment process, using the following checklist:
 1. Positions are advertised, together with job descriptions and person specifications. The advert will include a deadline for applications and our commitment to safeguard children and young people.
 2. The school receives applications on a school application form. Personal CVs alone are not acceptable.
 3. Candidates are short listed by more than one member of staff.
 4. Candidates are selected for interview and invited to attend.
 5. References are applied for from previous employers prior to interview.
 6. Interview days have a planned format, which is communicated to candidates prior to interview day – in the case of teachers, an observed class is arranged.
 7. Interview panels include at least one member of staff who has completed Safer Recruitment training. ~~In the case of Senior appointments, the panel will include members of the~~

~~governing body who have had the same training.~~ All of the Senior Leadership Team have completed safer recruitment training.

8. An offer letter is sent to the selected candidates.
9. The school receives written acceptance of job offer.
10. Contract, DBS application form, starter form and Corporate Health form are sent to successful candidates
11. An appointment is made for new employees to bring completed forms to the office and provides the following:
 - a. completed DBS documentation
 - b. qualifications (in the case of a teacher)
 - c. proof of the right to work in the UK (Birth certificate/National insurance documents)
12. New Employees are issued with the following policies:
 - a. School Data Protection
 - b. Acceptable Use of the Internet
 - c. Behaviour
 - d. Internet Access
 - e. Whistleblowing
 - f. Safeguarding
 - g. Code of conduct
 - h. Health & Safety

Employees are required to return a form to the office confirming agreement to abide by these policies.

13. Employees are required to show the DBS certificate to the school as soon as it is received. A copy of the certificate will not be placed on the personnel file.
14. All new employees are directed to read all school policies.
15. All new employees are directed to the school 'Staff Handbook', which is located on the 'S' drive and is accessible to all staff. They are required to read the Handbook, with particular reference to Health and Safety guidelines.
16. Employees attend an induction day and are asked to provide their P45 and bank details.
17. Safeguarding, health & safety and Prevent training is arranged for new members of staff including KCSIE.
18. A photo is taken of new members of staff and everyone is issued with a school pass and lanyard.
19. IT staff issue new employees with a computer login
20. The school provide 'buddies' to assist new employees with orientation and any queries they may have.

21. Similar procedures are followed for all starters whatever time of year they commence employment with the school
22. Support/Administration staff employment conditions include a six month probationary period and are invited to join the school as permanent members of staff after successful completion of this stipulated probationary period.

Advertising

23. All posts will normally be advertised internally (those on maternity leave and long term absence must be made aware of all suitable vacancies) and externally where appropriate.
24. Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post. In certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner.
25. For all posts, information packs will be sent, or made available electronically. The information pack will generally consist of:
 - A job description and person specification
 - An application form, including an equal opportunities monitoring form
 - A statement of terms and conditions relating to the post (location, hours, grade)
 - Information about the recruitment process (interview format and dates)
 - Any other relevant information regarding the post and the school
26. Applications received after the closing date will not be considered unless by prior agreement with the selection panel. Applications made through means other than application forms will not be considered unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

Appointment and Promotion of Existing Staff

27. The contribution of all staff within the school community is valued and key skill retention is sought, where possible. The school will support, as far as possible, the continued professional development of all staff as they seek promotion to new opportunities within the school, and across the Borough. All members of staff are therefore encouraged to consider their suitability for any vacancy with the school and Borough. Where a member of staff applies for a vacant post they will be given equal consideration to external candidates, based on the essential criteria for the post.

Employment of Migrant Workers

28. No school will employ any individual who cannot demonstrate that they have the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide evidence of that right at least once in every 12 month period.
29. Any school that wishes to consider employing a migrant worker must seek HR advice.
30. WBC is licenced to sponsor migrant workers who require sponsorship in order to work in the UK under UK Border Agency rules. WBC complies with UK Border Agency requirements in relation to the points-based system for employing migrant workers and will ensure, prior to appointment, that a worker who is subject to immigration control can be employed within one

of the existing tiers. WBC will also meet, as required, all necessary conditions relating to sponsorship, including conducting resident labour market tests.

Monitoring

31. In accordance with our obligations under the Equality Act 2010, Governing Bodies will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy.

General Data Protection Regulation (GDPR)

32. Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purpose of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a secure place for six months, after which time they will be destroyed. If you would like more information about how the school uses your data, please see our Privacy Notice.

References		Date
Reference 1 received		
Reference 2 received		
Offer Letter/Contract etc		
Offer Letter Sent		
Acceptance Letter received		
Two contracts sent with letter, code of conduct policy, acceptance of policies form, Keeping Children Safe in Education document and Under 8s form if applicable		
Starter form sent		
Health questionnaire e-mail sent		
DBS		
DBS E-mail sent		
DBS Certificate Received		
DBS Verified on-line		
DBS on Single Central Record		
DBS on SIMS		
Prohibition List Checked		
Right to Work/ID Check		
ID checked (passport)		
Proof of eligibility to work in UK (passport)		
Forms Returned		
Starter form received		
Signed Contract received		
Code of Conduct form returned		
Policies read and signed form received (H&S and KCSIE)		
Disqualification form if working with children under 8 years received		
P45/P46 Received		
Health Reply		
Qualifications		
Check with DFE if have QTS		
QTS Documentation seen		
Degree certificate seen		
Add to Safeguarding and Prevent Training needed lists		
To Request		
Staff Badge requested/given		
IT log on requested		
Once on SIMS, ask Finance to generate Parent Pay letter		
To Give To Employee		
Staff handbook given		
Car Parking – let Reception know car reg no		
SIMS/Payroll		
Add to SIMS		
Copy of [offer letter] [starter form] [P45] to Payroll		

- The school provides clear and accurate job descriptions for all posts within school, teaching and non teaching. The job descriptions are published and available to all candidates
- The school adopts nationally negotiated contracts of employment as advised by Wokingham Borough Council. Contracts are reviewed annually to ensure compliance with nationally and locally negotiated agreements.
- The school conducts an annual review of recruitment procedures to ensure that satisfactory safer recruitment procedures are maintained, and that the school's Safeguarding Policy is adhered to. The review will also ensure that the school continues to achieve efficient recruitment and best value.
- The school maintains a Single Central Register of all employees, and volunteers within school. The register includes name and address, date of birth and DBS registration. In the case of teachers, the Single Central Register will also include proof of qualifications and confirmation that the teacher is not subject to a prohibition or interim prohibition order made by the secretary of state. The register is a live document and is maintained and updated throughout the year.
- All SLT members and a number of Governors have completed the Government recommended Safer Recruitment training course, ensuring consistency throughout the school with regard to safer recruitment
- All staff (teaching, support and administration) receive Safeguarding training via the school's Designated Safeguarding Lead or Deputy DSLs. The training is given on employment and updated every year.
- Teaching staff and support/administrative staff have annual Performance appraisal reviews.¹
- Training and INSET opportunities are documented, as is the relevant authorisation, and records are maintained throughout employment.
- In order to ensure non reliance on one person for salary/cover/overtime payments, the school has a double check system in place for all entries. The Finance Officer provides staff payment information to the Headteacher and then to the school payroll provider. The monthly cut off dates for salary submissions are available upon request.
- The school has organisational charts for all staff.
- Any contractual changes agreed by the Headteacher are communicated to employees by way of a formal 'Notice to amend Terms and Conditions of Employment' letter. No other notice of amendment is acceptable or deemed to be contractual on the part of the school.
- The school maintains 'Leave of Absence' records via the SIMS database. That information is also given to the school's payroll provider and recorded in line with agreed sickness and absence procedures.²

¹ See Piggott School Pay and Performance Management policies and procedures.

² See Piggott School Leave of Absence policy

- The School offers exit interviews via a Governor. The outcome of exit interviews is used by the school to review employment procedure and practice.
- In the event of a disciplinary or grievance issue for any employee, the school will comply with the locally negotiated Discipline and Grievance policy, as adopted by the school.

Disclosure and Barring Service

Enhanced DBSs for all staff recruited to work at The Piggott School, including staff working for our cleaning or catering services. This is a requirement prior to a member of staff commencing service at the school (Enhanced checks take approx. 4 weeks and can now be tracked on-line)

Portable DBSs are now acceptable and can be used for adults visiting the school, if they will be working temporarily with our pupils. A portable DBS should have been renewed within the last 3 years.

Volunteers/visitors will not require a DBS to have contact with pupils as long as they are supervised by a member of the Piggott staff

All Governors will continue to be DBS checked on appointment

It is the responsibility of our catering and cleaning services, and any other companies carrying out work on site during the school term, to DBS check all of their employees.

References

It is the school's policy not to write open references for any employee, ex-employee, contractor or companies employed by the school.