



WINGATE SCHOOL

## SAFER RECRUITMENT POLICY

### PURPOSE

Wingate School believes that every child has the right to feel secure and safe from abuse and harm. Wingate School is committed to safeguarding and promoting the welfare of all pupils in its care. The Safe Recruitment of staff in schools is the first step in this process and is at the centre of each stage during the recruitment process.

### Responsibilities

The ultimate responsibility for recruitment and selection lies with the Head.

The Head will:

- Ensure the relevant senior staff involved in the selection will be fully conversant with this Policy
- Ensure that every 2 years, the Head and relevant senior staff undergo Safer Recruitment training
- Ensure a consistent and equitable approach to the appointment of all school staff
- Ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on any grounds
- Ensure the recruitment process demonstrates a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants
- Ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks

The selection board will:

- Ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- Ensure that all job applicants are considered equally and consistently
- Ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2020, the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and as a BSO registered school, any guidance or codes of practice published by COBIS or the British Council. Links are at the end of the document

### Pre-recruitment Procedure

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important; therefore, the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive, may cause management problems in the future or may not meet the school's commitment to safeguard children and young people

### Job Description and Person Specification

An accurate job description and person specifications will be provided for all posts. They should include the individual's responsibility for promoting and safeguarding the welfare of the children.

The job description should explicitly:

- Accurately reflect the duties and responsibilities of the position
- Contain the job title, job purpose, job duties and responsibilities

The person specification should:

- Include the qualifications and experience and any other requirements needed to perform the post
- Describe the competencies and qualities that the successful candidate should be able to demonstrate, in addition to a candidate's ability to perform the duties of the post
- Should also explain that if the applicant is short-listed, any relevant issues arising from his/her application or references will be discussed at interview
- Must include reference to actions which can be taken if any information on the Teachers Application Form, CV or covering letter or subsequent references is later proved to be false (this should also be included on the Teachers Application Form)

### **Advertising**

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicants as possible. The annual recruitment normally takes place in the Spring Term and the normal method is to use the TES. However, in some circumstances reputable Recruitment Agencies can be used. Posts will also be advertised on the school website and school social media sites.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

### **Candidate Information Pack**

When a candidate sends the completed TAF, CV & covering letter. The Admin team will send the 'Living in Tenerife' information. Only on receipt of an applicant confirming their interest, will the Information Pack be sent to them. The pack includes:

- The job description and person specification (though much of this will be supplied on the job advertisement)
- A statement of the existence of relevant policies guiding them to the Policies and Procedures area of the school website
- A copy of the Safer Recruitment Policy
- Any relevant information for the post

### **Pre-Shortlisted Candidates**

Wingate School will undertake basic web searches on potential short listed candidates e.g. social media sites.

### **Short Listed Candidates**

In normal circumstances the selection panel will consist of the Head, Head of Seniors, Juniors or Infants as relevant and on some occasions others e.g. Owners, Bursar, Deputy Head and subject specialist.

Only shortlisted candidates will be contacted for an initial interview. All other candidates' applications will be shredded in accordance with School GDPR regulations. Feedback will not normally be given to candidates not shortlisted.

### **References**

References for short-listed applicants will be sent for immediately after short-listing and prior to interview.

Exceptions to this are:

- An applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage. In such cases, this reference will be taken up immediately after a successful interview but prior to confirmation of the post
- In the situation where a candidate is invited for interview prior to references but any subsequent job offer will be subject to receiving suitable references

Under normal circumstances:

- References will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions
- All offers of employment will be subject to the receipt of three references though a minimum of two references may be considered for some posts
- One of the references must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second reference should be from the employer with whom the applicant most recently worked with children
- All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. This also includes any allegations or concerns that have been expressed about the applicant during their employment that relate to the safety and welfare of children
- As Wingate is an International school there is a question asked relating to health or medical fitness
- Any discrepancies or anomalies will be investigated by direct contact with the referee to verify the reference
- As per the DFE Safer Recruitment Guidance, Wingate School does not accept open references, testimonials or references from relatives

### **Interviews**

The interview process will assess the merits of each candidate against the job requirements and there will normally be two interviews, preferably a face-to-face interview whenever possible but more likely over Skype or other suitable platform:

- An initial interview will be to discuss relevant issues such as moving and living abroad and be less formal than a final interview. It may be the Head +/- or a relevant senior manager
- If candidates are subsequently invited for a final interview, it will be more formal and have a minimum of two senior managers including one who has undergone Safer Recruitment training on the panel
- The interview process will explore the applicant's ability to carry out the job description and meet the person specification
- The applicant may be asked to provide a short video of them teaching
- It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria, promoting the welfare of children including the ability to form and maintain appropriate relationships and personal boundaries with children

Wingate School as a fair and equitable employer, will consider disclosed previous disciplinary action or allegations, cautions or convictions on an individual basis. Relevant factors are:

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One-off or history of offences
- Changes in circumstances
- Decriminalisation and remorse

### **Offer of Appointment and New Employee Process**

An offer of appointment to the successful candidate will be conditional upon: The receipt of at least three satisfactory references (two for some non teaching posts)

- Verification of the candidate's identity including Birth Certificate, Marriage Certificate, Driving License, Passport and TIE where applicable
- Verification of qualifications (original copies only)
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) unless properly exempted (original copies only)
- Verification of the applicant's medical fitness for the role
- Verification of the applicant's right to work in Spain

- The successful candidate can either provide their details for the DBS update service check or contact ACRO for an ICPC via: <https://www.acro.police.uk/icpc>
- The school will apply for a satisfactory Prohibition from Teaching check, where applicable
- For those candidates who are living and working in another country, a police clearance check is required from the host country. Police clearance checks are also required from any country the candidate has been employed in previously
- The school works with COBIS to carry out the Prohibition from Teaching check for all teaching staff. For all members of the Senior Leadership Team the school carries out Prohibition from Management Section 128 check
- All checks will be documented and retained on the personnel file and recorded on the school's Staff Central Record database
- As registering all new workers in Spain takes some considerable time presently, new staff MUST arrange personal travel insurance which includes Medical cover for 60 days minimum from the date of their arrival in Tenerife

### **Induction**

There is an induction programme for all staff newly appointed to the school which has two parts - General Induction by the Head or Deputy and a Departmental Induction.

The purpose of General Induction is to:

- If it is their first visit, to show around the school especially restroom facilities, staffroom, photocopiers etc
- Provide information on the history of Wingate school and the '*Wingate Way*'
- Provide a check list of administration which must be completed
- Provide training and information about the school's policies and procedures particularly safeguarding and promoting student welfare including mandatory online CPD courses which must be completed - Safeguarding, Prevent, Child Protection and H&S
- Confirm the safe practices and conduct expected of staff within and out of school in line with DFE Teachers Standards
- Explain the school GDPR rules and procedures
- Provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities and with whom any concerns about those issues should be raised

Departmental Induction:

- Departmental organisation, personnel and geography
- Schemes of Work
- Planning & Preparation requirements
- Departmental marking and grading methods
- Student information and expectations
- Budget
- Any support required to use Google Classroom

## Related Documents

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/912592/Keeping children safe in education Sep 2020.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/665522/Teachers standard information.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/665522/Teachers_standard_information.pdf)

<https://www.cobis.org.uk/services/safeguarding-in-schools/safer-recruitment>

<https://www.cobis.org.uk/services/safeguarding-in-schools/resources-policy-guidance>

[https://resources.finalsite.net/images/v1526909594/cobis/vhxoidf4wxdm36hzalzg/SafeguardingCommitteeWorkshop-COBISConferenceMay2018\\_final.pdf](https://resources.finalsite.net/images/v1526909594/cobis/vhxoidf4wxdm36hzalzg/SafeguardingCommitteeWorkshop-COBISConferenceMay2018_final.pdf)



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