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Safer Recruitment Policy



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Document title:	Recruitment Policy
Date Created:	October 2015
Author:	Head Teacher
Individuals Involved in Developing the Document:	Head Teacher Head of HR
Document Purpose:	To ensure a <u>safe</u> , professional, rigorous and consistent approach to recruitment and selection
Related Documents:	Safeguarding Policy Risk Assessment Policy Staff Handbook
Date of Next Review:	October 2021
Change Log (what changes have been made, by who and when):	June 2016 Minor amendments to document table (Andrew Williams) <u>June 2018 – MBR: added safer recruiting emphasis</u> September 2020 – RTA: Updated staff names and roles, references to KCSiE 2020



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Safer Recruitment Policy

EF Academy is committed to safeguarding, which begins with ensuring that staff recruited into the school meet required standards in order to keep safe and promote the welfare of all students. We expect all staff and volunteers to share this commitment.

EF Academy is also committed to a policy of equality of opportunity in its recruitment practices and opposes all forms of unlawful or unfair discrimination, direct or indirect - to ensure that no applicant is less fairly treated in any situation because of age, sexual orientation, religious beliefs, disability, gender, gender reassignment, marital and civil partnership status, race or any other condition not relevant to the performance of the job.

Company policy therefore aims:

- to provide full confidence of our best intentions to ensure that we appoint quality candidates to support the needs of all children
- to confirm our commitment to safeguarding and promoting the welfare of all children

This policy applies to all employed staff, workers engaged via an agency and volunteers.

Vacancies arising in the school are advertised both internally and externally. Vacancies in other EF schools are also advertised internally and staff encouraged to further their careers within the organisation as a whole.

External advertisements for non-teaching positions are generally placed in local newspapers or online, or through independent recruitment organisations. Teaching positions are advertised in the Times Educational Supplement, and/or online, in local newspapers or through the IB World Schools intranet.

EF Academy application forms are used and CV's are accepted only alongside a completed EF Academy application form. All applications are considered before being subject to interview.

Any offer of appointment made to a successful candidate will be conditional on satisfactory completion of the following:-

- identification check
- enhanced DBS check to include barred list information and checks to ensure that an individual is not prohibited from teaching by the National College for Teaching and Leadership (TRA)
- Prohibition from Management checks for management post-holders
- verification of mental and physical fitness to carry out work responsibilities
- verification of right to work in the UK
- verification of qualifications
- receipt of at least two satisfactory references which will:
 - always be obtained from the current employer;
 - where there is no current employer, verification of the most recent period of employment and reasons for leaving will be obtained;
 - be from a senior person with appropriate authority;
 - where directly provided by the candidate, be verified;
 - where electronic references are received, be verified as originating from a legitimate source.
- Where an individual has lived or worked overseas for any period greater than three

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~~months within the last 5 years~~, they will be expected to provide a ~~Certificate of Good Conduct or other~~ relevant checks according to Home Office guidance on given, from the country of residence. Where the individual has taught in the EEA, the EEA check will be undertaken.

All new staff receive safeguarding induction that includes explanation and provision of:

- School Safeguarding Policy
- Children Missing Education (within Admissions and Safeguarding policies)
- Keeping Children Safe in Education, 2020 Part 1 (and updates regarding FGM and the Prevent Duty)
- The Staff Code of Conduct for Safe Working Practice

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- School Safeguarding Quick Reference Sheet (lays out [role of DSL](#), procedure for reporting suspected abuse or disclosures to the designated safeguarding lead [and deputies](#) and/or Childrens Services/Police.
- Acceptable Use Policy [and safety guidance](#)
- School Anti-Bullying Policy
- School Rewards, Behaviour and Sanctions Grid (Appendix of the Rewards, Behaviour and Sanctions Policy)
- Whistleblowing Policy.

All staff sign to say that they have read the above documents and completed the specified training within two weeks of the start of the academic year.

New staff members, starting employment at any point during the academic year will be provided with the documents prior to the commencement of their employment and must undertake the specified training within the first week of their employment and sign to say that they have read the documents and completed the specified training within two weeks of the start of their employment.

General induction for all staff is given by the Headteacher or an appropriate person designated by Headteacher, and includes the Staff Code of Conduct

Recruitment Policy for teachers and senior postholders

- ESL Teachers will have a recognised teaching qualification (CELTA, DELTA, Trinity Certificate etc) which includes a minimum of 6 hours observed teaching practice with feedback and face-to-face instruction of 100 hours. They will need to produce the certificate at interview.
- Teachers will ideally hold a first degree - the subject of the degree need not be related to teaching or to English language as the degree subject could lend itself to the teaching of ESP or Special Interest classes (Art History, modern languages, Law and so on). Teachers would also be expected to hold a valid teaching qualification, for example PGCE, QTS. Teachers will be able to produce the original of their degree certificate or a ratified copy.
- Teachers will have the legal right to work in the UK and will be able to produce a valid passport and visa if required.
- Teachers will have clear pronunciation with a native or near-native command of the English language.
- All applicants will be interviewed by the Headteacher or line manager, or both. Applicants for senior posts will be interviewed by the School Governing Body.
- At least one member of the interview panel will be 'Safer Recruitment' trained.



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- All applicants must be interviewed and ideally this will be a face-to-face interview. In cases where the applicant cannot come to the UK for interview then a skype interview may be considered.
- Applicants at interview will be asked questions related to qualifications, work experience, reasons for applying, personal details and questions related to teaching experience or to the initial-training course they have taken. An applicant's employment history will be thoroughly checked and the interview panel must satisfy themselves that there is a full and complete employment history provided. Applicants will also be asked questions about their suitability for working with children.
- Two references will be obtained prior to interview. On receipt of two satisfactory references and the completion of all other checks, the successful applicant will be offered a position with a probationary period.
- Teachers and senior postholders will undertake induction prior to commencing work. This includes safeguarding induction training, DBS checks, contract, staff handbook and job description. Senior postholder induction will be overseen by the Chair of the School's Governing Body.
- Any teacher with QTS status, employed since April 2013 must be checked against the prohibited list, as well as being DBS checked. Individuals appointed to management roles, will be subject to checks to ensure that they are not prohibited from management roles.

Recruitment Policy for teaching 'agency' staff

- In accordance with the requirements of the DfE guidance 'Keeping Children Safe in Education', the teacher agency confirms that all necessary safeguarding, safer recruitment, vetting and barring checks for all agency recruited employees to include enhanced DBS disclosures have been carried out prior to agency staff being used in the school.
- On commencement of their engagement, the school will verify the identity of the individual to ensure that the checks conducted by the agency relate to that individual.

Recruitment Policy for non-teaching staff and volunteers

We have a range of non-teaching and volunteer roles in the school, from junior to senior positions. The requirements will vary depending on the position and skills required and we therefore do not ask for a minimum qualification. All staff, temporary or permanent, under-go an induction programme and depending on their role will have the opportunity for training in house or at another EF Academy school, any specific training will be undertaken from a specialist provider.

- All applicants will be interviewed by the Headteacher or line manager, or both.
- At least one member of the interview panel will be 'Safer Recruitment' trained.



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- Applicants at interview will be asked questions related to qualifications, work experience, reasons for applying, personal details and questions related to the specific role. An applicant's employment history will be thoroughly checked and the interview panel must satisfy themselves that there is a full and complete employment history provided.
- Referees will be contacted once an applicant has been offered and accepted the post and the applicant will normally be offered a position on a 3 month probationary period. However the probationary period will be dependent on the seniority of the role.
- Volunteers are not subject to a probationary period.
- Non-teaching staff will undertake staff induction prior to commencing work. This includes safeguarding induction training, DBS checks, contract, staff handbook and job description.

Recruitment Policy for non-teaching 'agency' staff

- In accordance with the requirements of the DfE guidance 'Keeping Children Safe in Education', the agency confirms that all necessary safeguarding, safer recruitment, vetting and barring checks for all agency recruited employees to include enhanced DBS disclosures have been carried out prior to agency staff being used in the school.
- On commencement of their engagement, the school will verify the identity of the individual to ensure that the checks conducted by the agency relate to the individual.

Identity

Every candidate has a face to face interview / induction where identity is checked. The school checks identity documentation following the DBS Route 1 listing of acceptable documents from Group 1 (Primary Identity Documents), Group 2a (Trusted Government Documents) and Group 2b (Financial and Social History Documents); the required number and combination of documents (3) must be produced without exception. This check includes proof of current address. Additional documentation may be requested if the candidate is unable to produce photo ID.

Medical Fitness

In line with the Education (Health Standards) (England) Regulations 2003, it is a mandatory requirement of EF Academy for candidates to declare themselves fit to work in an education setting, and to advise the school if they have any health issues or disability relevant to the day-to-day activities associated with teaching or child care. Any issues raised by candidates are discussed at interview, and if necessary candidates may be asked to provide a "Fitness to Work" certificate from a General Practitioner.

Recruitment Advertisements

When recruiting, all advertisements must include the following statement: EF Academy is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check and references. Prior to attending interview all applicants will be informed of the following: All referees will be asked specifically whether there is any reason that the prospective employee should not be employed in situations where they have responsibility for, or substantial access to, persons under the age of 18.



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Non Completion of pre-employment checks prior to a planned start date (employed staff only)

Where an applicant is unable to complete all pre-employment checks prior to the employment start date, the start date will be delayed to allow for the checks to be completed

Under exceptional circumstances, the individual may commence employment ahead of the completion of all pre-employment checks as long as the following checks and measures are in place.

- Two satisfactory references have been received
- Identity checks have been completed
- Right to work checks have been completed
- Checks of qualifications (where appropriate) have been completed
- Barred List/List 99 Checks have been completed
- The Headteacher completes a risk assessment of the appointment and the need to commence employment ahead of the agreed start date
- The risk assessment is signed off by the School's Chair of the Governing Body.

The Headteacher is responsible for reviewing the risk assessment on a weekly basis up to a maximum of four weeks, at which point the Headteacher must conduct a review of the situation and gain further ratification from the School's Chair of the Executive Committee to continue with the employment of the individual.

Disclosure of criminal convictions

All applicants are asked to disclose criminal convictions at the application stage. Failure to disclose criminal convictions, may result in the withdrawal of an offer of employment, summary dismissal or disciplinary action being taken against the individual.

Any disclosure of previous criminal convictions must be treated in the strictest confidence. All disclosures, whether they are convictions, cautions or warnings will be considered by the Headteacher who will review the application prior to confirming or continuing with an offer of employment. The Headteacher is required to undertake a risk assessment of all appointees that hold convictions, warnings or cautions. The risk assessment will be signed off by the Chair of the Chair of the Executive Committee. It is the Headteacher's responsibility to review the risk assessment on a regular basis. The risk assessment must be retained in the individuals personnel file for the duration of their employment.