

Crown City Academy



Nurturing Talent and Wisdom

Safer Recruitment Policy

Policy reviewed by: CCA Leadership Team: May 2020

Next review date : April 2021

'School' refers to Crown City Academy; 'parents' refers to parents, guardians and carers. This is a whole school policy.

Safer Recruitment Policy

Crown City Academy is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. The School recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children.

With regard to the provisions we make for safeguarding and safer recruitment, the school takes into account the nature, age range and other significant features of the school.

The Recruitment Policy and Procedures are based on and conform to statutory and non-statutory guidance contained in "Zanzibar Children Act 2011, Regulations for teachers Moral and Ethics of 1987 and Education policy of 2006.

Throughout the selection and recruitment procedure, the School will have regard to the guidance as set out in the aforementioned documents as well as the current public workers regulations. The school is committed to ensuring that no one will be appointed unless they have a clear

understanding of the specific issues regarding safeguarding that apply generally as well as specifically to EYFS children.

This will involve:

- Direct reference to the school's safer recruitment policy in line with safeguarding regulation
- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts in the School, details of referees and a declaration of criminal convictions.
- Providing a Job Description and Person Specification, which contains the School's Child Protection policy statement
- Ensuring all recruitment documents also clearly state "applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers".
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

Staff

From this document, the School follows the definition of "staff", as follows:

"Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer".

Application

All applicants for employment will be required to complete an Application Form asking for the following:

- Full, identifying details of the applicant, including current and former names, current address and National Identity Number/passport number;
- A full, chronological career history since leaving secondary education. The applicant will be asked to clarify any gaps;
- Any academic and/or vocational qualifications that are relevant to the position for which he/she is applying;
- A declaration of any existing contacts in the School;
- Details of two referees; (references will be taken up before interview for shortlisted candidates)
- A declaration of any convictions, cautions, reprimands or final warnings.
- Overseas checks, where appropriate;
- Right to work in Zanzibar;
- A check on Prohibition from Teaching Orders;
- Health, mental and physical capacity for the job. This may include many disabled people who are medically fit to teach, though the school realizes its obligations, under the Human Rights umbrella, that it may have to make reasonable adjustments to enable disabled people to carry out their duties effectively.

Candidates will be asked to complete any incomplete forms. A Curriculum Vitae will not be accepted in place of the completed application form.

Along with the Application Form, applicants will receive the following:

- A Job Description, containing a Person Specification, a statement of the terms and conditions relating to the post, the School's Child Protection Policy statement and an introduction to the School.

Interview

Long-listed applicants may be invited to a brief, informal, initial interview to enable a more accurate short-listing process.

Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. Further assessment is introduced, such as skills tests, or an observed lesson.

All candidates are asked to bring the following with them to interview:

- Documentary evidence of their ID (original, not a photocopy) that will satisfy Safer Recruitment requirements;
- Original documents (not photocopies) confirming any educational and professional qualifications that are necessary for the post.

It is at this point that a Safer Recruitment interview will take place, to determine the candidate's reasons for working with children.

Written records of all interviews, observations and skills tests will be kept on the successful applicant's personnel file.

If, for whatever reason, references are not obtained prior to the interview, the candidate should also be asked at interview if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to their referees. It is vital that references are obtained and scrutinised before a person's appointment is confirmed and before he/she starts work.

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section, 'Appointment Procedures for Staff'.

Appointment Procedure for Staff

The School follows the recommendations set out by directors with regard to the recruitment of staff by undertaking the following checks prior to the first day at work:

Career History

- Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the Career History/CV section of the Application Form.

References

- The School will request two references for each candidate, which must be a combination of the candidate's current or most recent employer and their most recent instance of working with children. Ideally, these should cover roughly five years in a person's career history. References should be taken up **before** interview and all references must be followed up with a telephone call.
- Referees will be asked to state the following in the School's Reference Form:

- Any disciplinary or child protection issues;
- Any reasons why the candidate should not be employed for working with children;
- The candidate's reasons for leaving.
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate;
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed;
- The School will not accept references from relatives or referees writing solely in the capacity of friends.

ID Check

This is carried out in line with Immigration department requirements. Candidates will be asked to provide the following:

- Passport
- Driving Licence (photocard)
- Any evidence of a change of name

If the candidate cannot provide any of the above, guidance issued from the Immigration department will be followed. Copies will be taken and kept on the candidate's file.

Right to Work in Zanzibar

This will usually be the candidate's passport. However, the School will follow Government-issued guidance in cases where a candidate is unable to provide passport. For candidates from countries in the European Economic Area (EEA) checks must be carried out to confirm that they are not subject to a sanction or restriction imposed by another EEA professional regulating authority for teachers (para 114).

A copy of the evidence will be taken and kept on the candidate's file. Following government regulations for employing migrant workers, the school will carry out all checks to ensure that any worker is legally entitled to be working in Zanzibar.

IMMIGRATION DEPARTMENT Check

It is anticipated that all regular positions (whether voluntary or paid) will fall within the definition of 'Regulated Activity' and will therefore require an enhanced Immigration department check. A check against the barred list will be undertaken on all staff, either within the enhanced Immigration department disclosure or separately. Until the School has had sight of the original residence and working permit, the candidate will be treated as unchecked.

The Permit may be obtained by asking the individual to apply for a new Immigration department certificate. Candidates who have registered with the Immigration department must produce the original of their Immigration department certificate, along with the required proofs of ID.

If the Immigration department is delayed, the directors may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed
- The member of staff cannot work alone unsupervised with children
- The Immigration department application has been made in advance

Overseas Candidates

If a candidate has lived overseas for **more than** three months at any point in the past five years, an overseas Police Check/Certificate of Good Conduct will be requested from the relevant country. Where the candidate has worked in a school in Zanzibar since moving from overseas, the School is entitled to decide to carry out only the standard checks.

Qualifications Check

All candidates will be asked to provide original proof of any professional qualifications they hold which are either required for, or relevant to, the position. Copies will be taken and kept on file.

If no original is to be found, the School will ask the candidate to order replacement certificates, or will request confirmation of the qualification in writing from the organisation or institution concerned. The confirmation will be kept on file.

As a rule of principle, all checks will be made in advance of appointment or as soon as practicable after appointment.

Outcomes of the Application and Recruitment Process

Where the following apply, the School will report the facts to the Police:

- The candidate is found by the Immigration department that s/he has been disqualified from working with children by a Court; or
- The candidate is found to have been prohibited from the teaching profession;
- A candidate has provided false information in, or in support of, his or her application; or
- There are serious concerns about a candidate's suitability to work with children.

Appointment and Safeguarding Procedures for Others

Supply Staff

The School does engage professional supply-teaching agencies, and checks with the relevant supply agency that the required checks have been carried out (identity, enhanced residence or working permit – renewed every two years, prohibition, qualifications, overseas checks, plus in line with two references, and checks on previous employment history. This must be in writing from the supply agency, and the school will carry out an ID check on the supply staff on the first working day, and keep a copy of the disclosure.

Visiting Professionals

Individuals such as psychologists and other public sector staff will have been checked by their employing organisation. The School will, therefore, simply ask for confirmation of employment from their employing organisation and request that the individual brings the following proof of ID upon arrival:

- Passport
- Driving Licence
- Evidence of a change of name

However, if the individual is self-employed, the same checks will apply as those for staff.

Visiting Speakers

In line with Child protection and safeguarding policy, the School will ensure that any visiting speakers who might fall within this scope, whether invited by staff or pupils, are appropriately

supervised. The School will, in line with regulation, also take action to ensure that each speaker is suitable.

Volunteers

New regular volunteers will be subject to the following checks, in line with guidance:

- ID
- Enhanced Immigration department Certificate (including residence permit check where appropriate)
- Overseas checks (where appropriate)
- Satisfactory receipt of at least two references
- Informal Interview/Meeting
- Confirmation that no concerns have been raised by others in the School community

If a volunteer does not fall into the definition of 'regular', the School will complete a risk assessment based on the circumstances and decide which additional, discretionary checks are required.

The definition of "regular" is as follows:

- Once a week, or more often
- On 4 or more days in a 30-day period

No vetting checks will be carried out for those who are one-off volunteers for School events or trips.

Staff from Other Organisations

The School will ensure that their contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself.

The CCA Safeguarding and Child Protection Policy document states that where services or activities are provided separately by another body, supervising the School's pupils either on or off school site, the school will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

Vetting Check Exemptions

In line with the CCA Regulatory Requirements, the School will not conduct vetting checks on the following:

- Visitors to the School director/other staff
- Those who have only brief contact with children in the presence of a teacher
- Pupils aged under 16 on work experience or similar
- Those on the school site when pupils are not present
- Visitors carrying out repairs or servicing equipment
- Secondary school pupils on work experience or similar

The School does not re-check staff returning from maternity leave or similar because they are still on the school staff roll. If they have left school employment, they will be rechecked after three months.

Induction

All new staff will take part in an induction programme designed to help familiarise them with the School's policies and procedures, including safeguarding, safe practice and the standards of conduct and behaviour expected of staff and pupils in the school.

The programme also includes attendance at Child Protection training appropriate to the role.

The Single Central Register of Appointments

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff at the school, and all individuals who work in regular contact with children including volunteers, supply staff, peripatetic staff, and those employed as third parties:

- Identity checks
- Qualification checks for any qualifications legally required for the position
- Enhanced Disclosure (or IMMIGRATION DEPARTMENT Status Check)
- Right to work in ZANZIBAR
- Overseas checks, where applicable
- Prohibition from Teaching Check (where appropriate)
- Prohibition from management check (where appropriate)
- References
- Career History/CV Check
- Medical Declaration
- Medical Fitness

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed checklist is stored in each member of staff's personnel file.

Recruitment Process Summary

Planning & Advertising

Produce Job Description

Produce Advert, including statement re Safeguarding, references and IMMIGRATION DEPARTMENT

Update all standard recruitment letters:

- Applicants & Referees spreadsheet
- Application Form
- Application & Recruitment Process
- Reference Request (Form)
- Acknowledgement Letter
- 'No' Letters

Agree interview panel and interview questions

Response to Advert

Keep details of all enquiries

Send an application pack to each enquirer consisting of:

- Job Description
- Application Form
- CCA Application and Recruitment Process Explanation

Applications

Number each application in the order in which they arrive. Keep original in HR Office and give copies to the interviewer.

References If interviewer is happy to proceed with references, request references. It is the School's policy to ask for two references and to ensure that referees are suitable by ensuring, as far as is possible, that:

- One reference is from the current or most recent employer
- One reference is from the most recent case of working with children
- A period of roughly five years (in line with the span of IMMIGRATION DEPARTMENT check/fingerprint identity) is covered

Interviews

Depending on the position, interviews will normally consist of skills-related questions and a Safer Recruitment interview. There will be a lesson observation for teaching positions and possibly a skills test for non-teaching positions.

The interview panel should consist of more than one person. One interviewer will ask the questions while the second interviewer scribes. Several members of staff have received the appropriate training in this area.

Candidates should be asked if there is anything they wish to declare in light of the requirement for IMMIGRATION DEPARTMENT check/fingerprint identity which are conducted in advance of appointment or as soon as practicable after appointment.

If references are not obtained before interview, the candidate should also be asked if there is anything he/she wishes to declare or discuss in light of the questions that have been (or will be) put to his/her referees.

Recruitment DeCCAion and Checks

The interviewer contacts the successful candidate directly to informally offer them the position.

This will generate a Letter of Appointment, to be produced in conjunction with the Bursar and will include

- Hours of Work
- Salary
- Who will be in charge of the candidate's induction
- Review period
- A list of the checks that need to be completed before the first day at work

Letters to unsuccessful candidates should be sent at the same time, including to those who have been on 'hold'.

Recruitment Checks

See separate 'Appointment Procedure for Staff'

CCA Paperwork

Ensure that the candidate has completed the following:

- Letter of Acceptance
- Signed Contract
- Safeguarding Children Introduction

Child Protection Training

Has the successful candidate recently had CP training (i.e. within the past year)? If not, they will need to be trained by the Designated Safeguarding Lead or Designated Safeguarding Lead of EYFS respectively

In both cases, they will then need to fill in a Post-Training Document to confirm that they have read, and understood CCA policies and Government-issued guidance.

POLICE CLEARANCE CERTIFICATE

Crown City Academy is committed to safeguarding and promoting the welfare of children and young people within its school and expects all staff and volunteers to share this commitment.

- Crown City Academy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation or offending background.
- Crown City Academy actively promotes equality of opportunity for all with the right mix of talent, skills, and potential, and welcomes applications from a wide range of candidates.
- Candidates will be selected for interview based on their skills, qualifications and experience, as assessed from the information provided by the applicant when completing the application form.
- As an organisation using the police clearance certificate (IMMIGRATION DEPARTMENT) to assess applicants' suitability for employment, Crown City Academy complies fully with the IMMIGRATION/POLICE DEPARTMENT Code of Practice. It undertakes to treat all applicants for positions fairly, and will not discriminate unfairly against any subject of a Disclosure of clearance certificate on the basis of conviction or other information revealed.
- Crown City Academy is required to obtain a Disclosure for all appointments. All application forms and recruitment briefs will contain a statement that a clearance certificate will be requested in the event of the individual being offered the position.
- Crown City Academy ensures that all those who are involved in the recruitment of staff and volunteers have been suitably trained to identify and assess the relevance and circumstances of offences. Crown City Academy also ensures that they have received appropriate guidance and training in the relevant legislation and statutory guidance relating to the employment of ex-offenders.
- At interview, or in a separate discussion, Crown City Academy ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- All applicants will be made aware of the existence of the IMMIGRATION DEPARTMENT Code of Practice and a copy made available on request.
- The residence and/working permit will be completed before an appointee starts work but not earlier than three months before. Although not a legal requirement, CCA completes new permit checks every three years.
- Crown City Academy undertakes to discuss any matter revealed in a police clearance certificate with the person seeking the position before withdrawing a conditional offer of employment.

- Having a criminal record will not necessarily block an applicant from working with Crown City Academy. This will depend on the nature of the position and the circumstances and background of the applicant's offences. The decision will be made by the School director or their Deputy unless the applicant is for a post on the SLT in which case the decision will be made by the Chair or the Board of Directors.
- If the applicant is turned down for a position because of his/ her criminal record, he/she may appeal to the School director. This will follow the same procedure as found in the Complaints Policy.

Interpretation

In this policy the term "senior manager" means the School director and his designated deputies.



CCA promotes positive relationships and encourages self-worth through setting high standards in learning and development that is creative, culturally, cognitively, linguistically, emotionally and physically appropriate