

KCLMS Safer Recruitment Policy and Procedures

King's College London
Mathematics School

Monitoring and reviewing

Action	Individual/Group	Date	Role
Reviewed	Dan Abramson	07/06/18	Head Teacher
Ratified	Finance and General Purposes Committee	12/06/18	Governors
Next review	Finance and General Purposes Committee	Summer 2019	Governors

Introduction

King's College London Mathematics School (KCLMS) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Further, KCLMS understands that a robust and transparent recruitment and selection policy plays a central role in achieving this aim.

1. Policy Statement

- 1.1 This policy sets out our expectations of KCLMS teachers and the process by which these teachers are recruited.
- 1.2 KCLMS recognises that its staff are fundamental to its success. A strategic and professional approach to recruitment and selection will enable KCLMS to attract and appoint staff with the knowledge, skills and interests to achieve KCLMS's aims, and support KCLMS's values.
- 1.3 KCLMS is committed to promoting and achieving equality of opportunity for all job applicants, as set out in the KCLMS Equality Statement and Objectives. KCLMS is committed to ensuring that no job applicant is discriminated directly or indirectly on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.
- 1.4 KCLMS is committed to ensuring that the recruitment and selection of staff is conducted in a manner that is systematic, efficient and effective.
- 1.5 KCLMS is committed to upholding the principles of the General Data Protection Regulations, and will process applicants' data in line with those principles. Further information can be found in the KCLMS Data Protection Policy. The KCLMS Information Asset Register sets out the retention periods for all data collected as part of the recruitment process.
- 1.6 The recruitment process sets the tone for all the interactions a new member of staff will have with KCLMS. The highest quality of personal and professional conduct is expected from all staff involved in recruitment.
- 1.7 Recruitment is part of how KCLMS presents itself to the wider community. Recruitment should be treated as a key public relations exercise as the way it is managed affects KCLMS's image, and consequently its ability to attract and appoint high calibre staff.

- 1.8 This policy has been produced to provide a flexible framework which promotes good practice, adopts a proactive approach to equality and diversity issues and supports fully KCLMS's educational vision.
- 1.9 KCLMS recruitment seeks teachers who are committed to developing students' subject specific and higher order thinking skills and enabling students to achieve excellent exam results. KCLMS recruitment seeks teachers who always remember that our students have come to KCLMS to get top grades (A*s, As), and so everything they do must support that aspiration.
- 1.10 KCLMS recruitment seeks teachers who are learners too. We do not expect our teachers to be the "finished article" when teachers arrive – in fact, in teaching, we believe, that all teachers can improve their practice, all the time. KCLMS teachers are to be reflective and resilient and always willing to learn, regardless of whether this is a teacher's first or final teaching post.
- 1.11 We believe it is a privilege to work at KCLMS because of the exciting aspirations our students have. This belief is to be clearly communicated to applicants during the recruitment process.

2. Scope

- 2.1 This policy applies to all staff recruitment.
- 2.2 When appointing teaching staff all KCLMS employees who are involved at any stage in the recruitment and selection of staff must be made aware of and adhere to the contents of this policy. In addition, any external consultants, recruitment agencies or external experts who assist in the recruitment process must act in accordance with this policy.

3. Aims

- 3.1 To enable KCLMS to recruit high quality staff who are the right "fit" for KCLMS (see 1. Policy Statement above).
- 3.2 To meet KCLMS's operational requirements and strategic aims.
- 3.3 To ensure that the recruitment processes are fit for purpose.
- 3.4 To ensure equality of opportunity for all applicants.
- 3.5 To carry out safe recruitment and vetting practices
- 3.6 To promote KCLMS's values.

4. The Recruitment Procedure

- 4.1 **Requirements are identified.** We ask questions like: is it a straightforward replacement or an opportunity to restructure and create a new post? We consider

- interfaces required with other departments – for example, could a teacher teach both Mathematics and Physics?
- 4.2 **Selection Panel is decided upon** taking into account the above. The Selection Panel is a group of staff members responsible for the selection of the right candidate. The Panel sets out a suitable interview programme and timetable for the day. It is not advisable for one person to interview alone, the DfE recommends two or ideally three interviewers (one to observe and take notes). The DfE further recommends that one member of the panel should have completed the online “Safer Recruitment” training. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, he/she must declare this as soon as they are aware of the individual’s application. In this event it would normally be necessary for the member of staff to avoid any involvement in the selection process.
 - 4.3 **The Job Description and Person Specification is created and reviewed** and approved by the Selection Panel. These will form the basis of the advertisement and the selection process.
 - 4.4 **An advert is drafted** - adverts contain a reference to the requirement for an enhanced DBS check and our commitment to safeguarding and promoting the welfare and well-being of children and young people.
 - 4.5 **An advert is placed** after close consideration given to where it should be placed. In the advert, details of how to obtain a Job Description, Person Specification and application form are given. All adverts are placed on the KCLMS website as this costs nothing and is often successful. Adverts include a closing date for applications.
 - 4.6 **An application information pack is prepared** and placed on the school website and with adverts. The information pack contains a Job Description that includes the KCLMS Safeguarding statement, a Person Specification and, for relevant posts, KCLMS marketing material. All applicants are required to complete a KCLMS Application Form and an Equal Opportunities Monitoring Form; these will also be placed on the school website. The use of CVs alone is not allowed for reasons of consistency and clarity of employment history; the KCLMS Application Form enables us to identify any gaps in employment history.
 - 4.7 **Applications are collated** and a file compiled for all applications.
 - 4.8 **An interview date is arranged** with relevant personnel.
 - 4.9 **All applications are distributed to the Selection Panel** upon the closing date.
 - 4.10 **Applications are scrutinised** with application forms checked by the Selection Panel to ensure that a full employment history is provided (any unexplained gaps must be followed up at interview- explanatory notes must be made by the interviewer).
 - 4.11 **Shortlisting of candidates takes place** with the Selection Panel discussing and selecting candidates for interview. Candidates are sorted into “reject”, “hold” and “interview” categories against the Job Specification and the Person Specification.
 - 4.12 **The interview invitations and documentation required are** sent to the shortlisted candidates. The interviewee should be asked to bring relevant documents with them including:
 - Passport OR Driver’s License
 - NI Number

- Right to work in the UK
 - Two proofs of address
 - Qualification certificates
 - A DBS certificate, if they already have one
- 4.13 **Photocopies of the above (except for the DBS certificate, see 4.16) to be taken for ALL candidates brought for interview.** Unsuccessful candidates' details are kept on file for 6 months. Successful candidates' details are kept in their personnel file.
- 4.14 **Please also note the following requirements:**
- If from Croatia – a registration certificate or accession worker card may be required.
 - If from outside the EEA – the relevant certificate of sponsorship has been issued and permission to stay has been granted.
- This is required before an offer of employment can be made (Asylum & Immigration Act).
- 4.15 **The above original documentation (except for the DBS certificate, see 4.16) must be photocopied** with the original returned to the owner and the photocopy endorsed, dated, and put on file.
- 4.16 **The DBS certificate** (if provided) is checked by the School Administrator. If there are any returns these are recorded and the School Administrator will alert the Head Teacher. The number, date of issue of the DBS certificate and name of the checker are recorded.
- 4.17 **Written references are applied for** from the two most recent employers, one of which must be the current employer if the applicant is still working. We also take additional references from all employment that involved work with children or vulnerable adults (to be applied for and received prior to interview wherever possible for all staff). Reference requests specifically ask about the suitability for working with children and the reason for leaving. References from friends and family are not acceptable, neither are those supplied via the candidate. It is made clear by way of the application form that any previous employer may be approached for references.
- 4.18 **References once received are scrutinised.** Any issues they raise are explored further at interview and usually by telephoning the referee and taking notes.
- 4.19 **Details of the Selection Day are finalised**, for example, panel interviews, teaching, lesson observations, written or oral exercise, data exercise and presentation. All selection procedures include a tour for candidates.
- 4.20 **Documents are provided for the Selection Panel** - application form, CV (if given), references and interview questions for the Selection Day.
- 4.21 **A document check is completed on the day of selection.**
- 4.22 **The Selection Day** takes place in which the Selection Panel interview candidates against the Job Description and Person Specification. Explanation is sought in the general interview (with the Head and Deputy Head) of any gaps in employment and a written record made (on the interview notes) that any gaps have been explained and are satisfactory. A written record is required of the outcome of each interview. The general interview includes at least one question to test the candidate's attitude to child protection. For more details on the Selection Day, see 5. The Selection Day.
- 4.23 **A suitable candidate for the post is selected by the Selection Panel.**

- 4.24 **Notes are collected** - all interviewers' notes and copies of CVs/application forms are collected and kept on file. Files of the unsuccessful candidates are kept for 6 months.
- 4.25 **An oral offer of employment and salary is made and accepted.**
- 4.26 **An offer letter is sent out** setting out the terms of employment and the salary. The offer of employment is subject to satisfactory references, a satisfactory DBS check, proof of qualifications, or eligibility to work in the UK, receipt of a satisfactory medical questionnaire, and successful completion of the probationary period. These terms are set out in the offer letter. All staff are subject to enhanced DBS, childrens' barred list and prohibited teachers' list checks, regardless of whether their role involves contact with children (eg. an after-hours cleaner). Successful applicants are sent the medical questionnaire.
- 4.27 For those who do not have a DBS certificate or whose DBS certificate's date of issue is more than one year from the date of interview, instructions for how to apply for a DBS check are emailed.
- 4.28 **References are chased** where necessary.
- 4.29 **A written acceptance of offer** is received.
- 4.30 The candidate completes a **medical questionnaire** that is sent to the Business Manager for review. If necessary, the school makes arrangements to support any pre-existing medical conditions.
- 4.31 A **formal contract** is drawn up and signed by both parties. Legally, this must be issued before 2 months following the start date, but KCLMS intends for all employees to have a signed contract prior to the start date.
- 4.32 **The Business Manager** makes contact to set up payment arrangements.

All staff who are recruited will be subject to enhanced DBS. All staff who undertake regulated activities will be subject to enhanced DBS with barred list checks. Details of DBS disclosure must be recorded: disclosure number, clearance date and name of the checker. If a DBS Criminal Records Check is delayed, the candidate may begin work provided that his or her suitability is checked against the DBS Barred List (list 99) AND that the DBS Criminal Records Check application has been made in advance of his or her start of work AND that at least telephone references have been taken and a risk assessment has been completed. In such cases, the candidate must be informed of the appropriate safeguards to be taken; safeguards shall then be enforced and reviewed every two weeks until the DBS Criminal Records Check has been approved.

Where staff are employed from abroad or have been resident in the UK for less than 5 years, a "certificate of good conduct" or equivalent should be obtained from the relevant authorities of the member of staff's home country where such facilities are available. This is in addition to a DBS Criminal Records check.

- 4.33 **Where teaching staff are recruited through supply agencies**, satisfactory DBS disclosure (including checking that the DBS clearance has been obtained not more than one year before the person is due to begin work at the school, or that the person already had an enhanced DBS check from working in a school or FE institution not more than one year previously), references, right to work in the UK and identity checks must have been carried out by the agency in the last 12 months. KCLMS checks that the agency used is certified to carry out DBS and barred list

checks. KCLMS carries out its own identity and right to work in the UK checks. Where there are concerns, further checks will be carried out.

- 4.34 **A confidential personnel file is opened for successful candidates**, including copies of all documentation listed above. If teaching staff, copies of the Application Form are provided to the School Administrator for the Teaching Staff Training File.
- 4.35 **All documentation and explanatory notes relating to unsuccessful applicants**, whether interviewed or not, are held by KCLMS for a period of 6 months. Documents relating to applicants will be treated with the utmost confidentiality and in accordance with the Data Protection Act. Applicants will have the right to access any documentation held on them in accordance with the Data Protection Act.
- 4.36 **An Induction is arranged and executed.**
- 4.37 **The Governing body is informed of the appointment in the next report.**
- 4.38 **The new member of staff is introduced to the staff.**
- 4.39 **The previous employer's P45 received if available.**

5. The Selection Procedure (before, during and following the Selection Day)

- 5.1 Shortlisted candidates are invited to interview. Activities on the Selection Day will include:
- a taught lesson (for teaching staff).
 - an academic panel interview to assess subject knowledge and a general panel interview looking at pedagogy, pastoral care and safeguarding; or, a single panel interview covering all areas.
 - a tour of the building by students.
 - a lesson observation (for teaching staff, if possible).
 - other activities or tasks may be included depending on the particular job description, at the discretion of the Selection Panel.
- 5.2 Following the Selection Day, the Head Teacher will consult with the Selection Panel and a decision will be made. The Head Teacher will contact the candidate(s). The successful candidate will be verbally offered the role and, if the candidate accepts, this will be followed by a written offer of employment which will be subject to pre-employment checks (references and DRB clearance). Unsuccessful candidates will be stood down and we will endeavour to provide feedback by phone or email.

6. Responsibilities of staff involved in the Selection Procedure

Responsibilities of the School Administrator

- Provide the relevant documents for the shortlisting procedure;

- Request lesson content from the relevant Head of Department, who may opt to contact the candidate themselves on this point. If the role is for a Head of Department, liaise first with the Head about how to get the right lesson content;
- Contact candidates who will be invited to interview and finalise arrangements with them. Ensure that candidates know to bring the right ID documents;
- Welcome candidates when they arrive, take their documents to be copied and ensure that the candidates are taken to the right room to begin their days;
- Copy documents and ensure these are returned to the candidates during the course of the day;
- Ensure that references are available to the Selection Panel as soon as possible, preferably before the Selection Day;
- Collect the interview proforma sheets from the Deputy Head, the Head Teacher and any other interviewers and keep these notes in the Recruitment files. The successful candidate's interview notes and references are to be kept in his/her personnel file.

Responsibilities of the Business Manager

- Manage the appointment process from start to finish for all support staff posts;
- Lead on communications with all candidates for all support staff posts;
- Ensure that all relevant information makes it into the personnel files for appointed staff;
- Ensure that all payment arrangements are set up in time for the employment start date.

Responsibilities of the relevant Lead Teacher (Subject) or other Member of Staff where the post is for a Lead Teacher (Subject)

- Discuss the shortlist of candidates with the Head Teacher and make recommendations of preferred candidates for the shortlist;
- Provide lesson content and class profile sheets for the lesson(s) to be taught by the candidate(s) in good time;
- Observe the lesson(s) taught by the candidate(s) and share WWWs and EBIs from the lesson with the Head Teacher;
- Interview the candidate(s) with the Head Teacher;
- Following the interview, provide clear and precise feedback to the Head Teacher on the quality of the candidate and make a recommendation to the Head Teacher about next steps for the candidate.

Responsibilities of the Assistant Head (Learning, Teaching and Assessment)

- Manage the appointment process from start to finish for all teaching posts;
- Lead on communications with candidates for all teaching posts;
- Assist with the process of shortlisting;
- When the shortlist is compiled, arrange the timings of the lesson observations, the taught lesson and the interview for the candidate;

- Interview on the general panel interview, and possibly also on the academic panel interview;
- Give clear, coherent advice to the Head Teacher on whom to appoint;
- Provide WWW and EBI feedback to unsuccessful candidates, either directly or via the Head Teacher.

Responsibilities of the Head Teacher

- Make the final decisions about shortlisting
- Interview on the general panel interview, and possibly also on the academic panel interview
- For each candidate decide whether to: stand down the candidate or employ the candidate on a temporary, part time or full time basis.