



The Albion Academy
Recruitment and Selection Policy
2016/2017

Policy Statement

The safe recruitment of staff at Albion Academy is the first step to safeguarding and promoting the welfare of the children who are in our care. This policy is written in accordance with the document: 'Keeping Children Safe in Education – statutory guidance for schools and colleges' April 2014.

We are committed to safeguarding and promoting the welfare of all our students and expect all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

Albion Academy recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within our Academy is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. We will uphold our obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All posts within our Academy are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Albion Academy is committed to ensuring people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position.

All recruitment and selection will be carried out in accordance with Albion Academy's Equal Opportunities Policy and Safeguarding and Child Protection Policy.

Albion Academy will:

- Ensure that appropriate staff who undertake recruitment have received safer recruitment training.
- Ensure every appointment panel will include one member who has received safer recruitment training.
- Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Keep and maintain a single central record of recruitment and vetting checks in line with DFE requirements.
- Ensure that the terms of any contract with an agency or PFI contractors require them to adopt and implement measures described in this procedure.
- Require staff that are convicted or cautioned for any offence during their employment

with us will to notify the Principal, in writing of the offence and the penalty.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be, where possible, from the former or most recent employer
- Verification of the candidate's identity and proof of address in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A satisfactory Enhanced DBS clearance with a barred list check where applicable
- A separate barred list check if the person will be engaging in regulated activity prior to the receipt of the a DBS
- Verification of the candidate's medical fitness via the Local Authorities Occupational Health Service
- Verification of qualifications
- Verification or right to work in the UK
- Verification of teacher suitability / confirmation that the teacher is not subject to a prohibition order by the Secretary of State via the Employer Access database including:
 - teachers who have been prohibited from teaching
 - teachers who may be the subject of a suspension or conditional order imposed by the GTCE (prior to its abolition) that is still current
 - teachers who have failed to successfully complete their induction or probation period

Overseas staff will be checked in the same way as for all other staff but should additionally provide a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked.

1. Roles and Responsibilities

- It is the responsibility of the Governing Body to:
 1. Ensure Albion Academy has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements
- It is the responsibility of the Principal and other senior level leaders involved in recruitment to:
 1. Ensure that we operate safer recruitment procedures and make sure all appropriate checks are carried out on all staff and volunteers who work at Albion Academy
 2. To monitor agencies' compliance with this document
 3. Promote welfare of children and young people at every stage of the procedure

- It is the responsibility of all potential and existing workers, including volunteers to comply with this document.
- It is the responsibility of Agencies to comply with safer recruitment pre-employment checks.

Academy governors may be involved in staff appointments, but the final decision will rest with the Principal. The Principal may delegate the selection process of staff outside of the leadership group to other managers in the Academy, but remains responsible for the decision to appoint.

2. The Procedure

Advertising

- Before an advertisement is placed, all relevant documentation i.e. job description, person specification will be in place. These should be reviewed before an advert is placed to ensure content and requirements are valid and up to date.
- The advertisement, job description and person specification will make specific reference to Albion Academy's commitment to safeguarding and staff responsibility in understanding and complying with Academy safeguarding processes and procedures.
- Reference in relevant documentation will be made relating to suitability to work with children and the extent to which the role will require contact/relationships with children.
- To ensure equality of opportunity, Albion Academy will advertise all vacant posts to encourage as wide a field of candidates as possible; normally this will entail an external advertisement.
- However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.
- Posts may be advertised on the Albion Academy website, Greater Manchester Jobs, at the Job Centre and/or in other relevant publications/bulletins as deemed appropriate for each vacancy.
- Some posts may be advertised with an agency where external advertising may not take place but the post will still be advertised internally.

Applications

- Albion Academy uses its own application form for both teachers and support staff. CVs will not be accepted.
- We require candidates to account for any gaps or discrepancies in employment history on the application form. Where an applicant is shortlisted, these gaps will be discussed at interview.
- Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies.

References

- References for shortlisted candidates will be sent for immediately after short listing. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.
- References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. We will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

1. About the referee's relationship with the candidate.
2. Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record.
- Performance history and conduct.
- Any disciplinary procedures in which the sanction is current.
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns whether founded or unfounded.
- References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is likely to give cause for concern.

3. Self-declaration of convictions by job applicants

- Our policy requires shortlisted applicants for all posts (including volunteers) to declare all

criminal convictions whether “spent” or “unspent” and includes any cautions and pending prosecution.

- Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel / Principal, prior to the interview. The chair of the panel / Principal will discuss relevant, positive declarations confidentially with the applicant at interview.
- The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.
- Any failure to disclose relevant information will be regarded as a potentially serious breach of trust and confidence and may result in disciplinary action, potentially leading to dismissal, of existing staff or non-appointment of applicants.
- The candidate/member of staff will have an opportunity to discuss positive disclosures with HR. The assessment of the positive disclosure will be in accordance with the following checklist:
 - the likely impact that the positive disclosure could have on the individual’s ability to
 - carry out the job role;
 - the seriousness and nature of the offence(s);
 - the nature of the appointment;
 - the length of time since the offence(s) occurred;
 - the number and pattern of offences;
 - the applicant’s age at the time;
 - any explanation of the circumstances of the offence(s) that may already have been given
 - concealment of the offence(s) at the application stage

Further discussion with HR and the Principal should take place regarding:

- whether the applicant disclosed the conviction(s)/cautions, warnings or reprimands at application or at interview stage
- what level of supervision will the post-holder receive
- does the post involve responsibility for finance or items of value
- will the nature of the role allow the applicant to potentially re-offend

The Principal, in consultation with HR, will make the overall decision about whether to employ or not employ the person. If the disclosure has child protection implications the Designated Safeguarding Officer must also be involved in the decision.

The decision and the reasons for it will be recorded on a Positive Disclosure Decision Sheet, signed by Principal, HR and the Designated Safeguarding Officer where necessary, and be stored on the person's file.

If an applicant has made a false declaration on the application form, or anywhere else, about convictions and cautions (or lack of them), this may render the offer of a contract of employment void.

4. Interviews

The selection process will usually include the following:

- Face to face professional interview including a questions related to safeguarding children
- Student Council Panel / Participation in or the teaching of a lesson (for Teaching Staff/Educational Support Staff)
- Task related to the role to test specific competencies

In addition to candidates ability to perform the duties of the post, all interviews will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour
- Attitudes to use of authority and maintaining discipline

5. Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with Safer Recruitment guidance. Similar information is also required to undertake a DBS check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. At Albion Academy we will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, we will require sight of a properly certified copy. Where candidates have obtained qualifications abroad, additional checks will be undertaken to ensure that they are comparable and/or valid.

Proof of identity and other documentation will be verified by the HR department.

6. Commencement of Employment prior to DBS check being received

In unusual circumstances it is permitted to commence employment prior to receiving a DBS check. However, a risk assessment must be completed and signed off by the Principal.

The risk assessment will be completed by the Line Manager/person responsible, agreed by HR and the Principal and then reviewed every fortnight until the completed DBS is received.

Where there is a break in service of 3 months or more, then a new DBS check will be applied for.

Though it is not usual practice, should employment commence for any reason and the person will be undertaking regulated activity, a separate barred check list will be undertaken.

7. Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above will be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment.

Once all pre-employment checks have been satisfactorily completed / received, an offer of employment will be made and the contract of employment issued. The contract will be issued as soon as possible but in all circumstances within eight weeks of employment commencing.

8. Record Retention / Data Protection

Albion Academy will retain all interview notes on all applicants for a six month period, after which time the notes will be destroyed (i.e. shredded). The six month retention period will allow us to deal with any data access requests, recruitment complaints or to respond to any complaints made to the Employment tribunal.

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Principal within six months of the interview date.

9. Personnel Files/Records

Albion Academy will retain the following information which will make up part of the personal file, for the successful candidate:

1. Application form
2. References
3. Proof of identity, right to work and academic qualifications
4. Verification of suitability via the Employer Access Database
5. Certificate of Good Conduct (where applicable)
6. Evidence of the DBS clearance (i.e. the DBS certificate reference number, NOT the actual DBS form or certificate)

10. Single Central Record of Recruitment Vetting Checks

In line with DFE requirements, Albion Academy will keep and maintain a single central record of recruitment and vetting checks. The central list will record:

- All staff who are employed at the Academy
- Any casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching/instruction/support for students who require a DBS check as per regulated activity guidance

The central record will indicate whether or not the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Checks of right to work in the United Kingdom
- Evidence of Enhanced DBS clearance with barred check list where applicable
- Prohibition from teaching check
- Separate barred list check if applicable
- Further overseas checks where appropriate
- Reference requests

The central record will also indicate who undertook the checks and the date on which the checks were completed.

In order to record supply staff provided through an agency on the record, Albion Academy will require written confirmation from the supply agency that the agency has satisfactorily completed the required safeguarding checks. Albion Academy does not need to carry out checks itself except where there is information contained within the disclosure. 'Trusted Providers' such as agencies who work closely and regularly with the Academy will provide formal letters confirming the checks that they conduct on their staff whether permanent or temporary.

However identity checks will be carried out by us to check the person arriving is the person the agency intends to refer to us.

The Single Central Record will be updated regularly and more frequently as required in line with recruitment activity.

11. Probation periods

Newly appointed teachers/support staff are new to the Albion Academy will be subject to a probationary period.

Academy Staff will be given a copy of the Safeguarding Policy & Child Protection policy as part of their induction as well as complete Level 1 online safeguarding training.

Albion Academy adopts a culture of vigilance where all concerns are listened to and taken seriously. At all times we follow the DFE allegations procedures and refer any allegation for initial consultation with the Local Authority Designated Officer.

APPENDIX 1; Albion Academy Policy Statement – Recruitment of Ex-Offenders

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Albion Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a DBS check on the basis of a conviction or other information revealed.

Albion Academy is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A DBS check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS check is required, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of the individual being offered the position.

Where a DBS check is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Albion Academy and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Albion Academy to ask questions about your entire criminal record, we only ask about 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Albion Academy who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure 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.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

APPENDIX 2: Albion Academy Policy Statement – Handling of DBS Certificate Information

General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Albion Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information.

Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep copies of certificates for any longer than is necessary. . Standard practice is to destroy any copies of DBS certificates obtained. Should there be a reason whereby it would be deemed necessary for the Academy to retain a copy of a DBS certificate, this would be for no longer than a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or

any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificates and the details of the recruitment decision taken.

Acting as an Umbrella Body

Before acting as an Umbrella Body (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations), we will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of certificate information in full compliance with the Code of Practice and in full accordance with this policy. We will also ensure that anybody or individual, at whose request applications for DBS certificates are countersigned, has such a written policy and, if necessary, will provide a model policy for that body or individual to use or adapt for this purpose.

The DBS logo is protected by Crown Copyright, the copying and use of the DBS logo is not permitted without prior approval of the DBS.