

GLENALMOND SAFER RECRUITMENT POLICY

POLICY STATEMENT

Glenalmond is a school community, rich in heritage, which prepares young people for the future through inspirational teaching, outstanding co-curricular opportunities and the very best in pastoral care.

The safety and wellbeing of our children is our top priority and we take all reasonable and sensible measures to ensure they are kept safe from harm.

We operate a Safer Recruitment policy which ensures that all our staff are committed to safeguarding and promoting the welfare of children.

INTRODUCTION

Glenalmond is committed to safeguarding and promoting the welfare of all children in its care. As an employer, the College expects all staff to share this commitment.

The safe recruitment of staff at Glenalmond is the first step to safeguarding and promoting the welfare of pupils in our care. The purpose of this policy helps to ensure the safety of the children who attend Glenalmond College and sets out the requirements of our recruitment processes. These processes apply to all roles. The College aims to:

- ensure that the best possible applicants are recruited on the basis of their merits, abilities and suitability for the role;
- ensure that all job applicants are considered equally and consistently;
- ensure that no job applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation and relevant safeguarding legislation and statutory guidance.

ROLES AND RESPONSIBILITY

It is the responsibility of the Warden, Senior Leadership Team and Managers involved in recruitment to:

- ensure that the College operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff who work at Glenalmond;
- monitor contractors and agencies' compliance with this document;
- Promote the welfare of children and young people at every stage of the procedure.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity the College will advertise all vacant posts to encourage as wide a field of applicant as possible, this would normally entail external advertising.

Advertisements for posts - whether in newspapers, journals or on-line - will include the following statement:

'The School is committed to protecting children and young people. All post holders are subject to 'The Protecting Vulnerable Groups Scheme (PVG)' application process.'

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act 2018.

Prospective applicants will be supplied, as a minimum, with the following:

- an up-to-date job description and person specification which makes clear the responsibility for protecting and promoting the welfare of children;
- the School's Child Protection Policy (found on College website)
- the School's Safer Recruitment Policy (found on College website)
- an application form.

All prospective applicants will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role, (in addition all applicants are required to account for any gaps or discrepancies in their employment history).

Incomplete application forms will not be shortlisted.

Short- Listing and References

Curriculum Vitae provided by applicants will not be accepted in place of a fully completed application form.

References

References for shortlisted applicants will be sent for immediately after shortlisting. The only exception is where 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 interview.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Glenalmond College. References must be from the applicant's current or most recent employers.

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.

Referees will always be asked specific questions about:

- the applicant's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the protection of children;
- the applicant's suitability for the post for which they have applied.

Please note that no questions will be asked about health or medical fitness prior to any offer of employment being made.

Any discrepancies or anomalies will be followed up. Direct contact by phone will be undertaken with each referee to verify the reference.

All college employees and unsuccessful applicants are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Interviews

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted applicants.

Interviews will always be face-to-face or using Skype where this is more appropriate for applicants e.g. those living abroad. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face/Skype interview. There will be a minimum of two interviewees who will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and person specification. It will enable the panel to explore any anomalies or gaps that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria.

Any information regarding past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process if it has been disclosed on the application form.

Applicants who are invited for interview will be required to bring:

- professional qualification certificates essential for the post;
- professional organisation registration number as appropriate e.g. GTC Scotland;
- PVG registration number if already registered;
- or any other qualification upon which the role depends.

Copies of the documents of the successful applicant will be retained for their personnel file. The documentation received for unsuccessful applicants will be destroyed after 6 months.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

Pre employment Checks

All successful applicants are required:

- to provide proof of identity and proof of eligibility to work in the UK;
- to complete a PVG application and receive satisfactory clearance;
- to provide original certificates of qualifications;
- to complete a confidential short health questionnaire.

Offer of Employment

It is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating Glenalmond College terms and conditions of employment;
- verification of the applicant's identify (where this has not previously been verified);
- the receipt two references (one of which must be from the applicant's most recent employer);

Glenalmond will verify the medical fitness of anyone to be appointed to a post at the College, **after** an offer of employment has been made but **before** the appointment can be confirmed.

Glenalmond is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence and considering reasonable adjustments.

Induction Programme

All staff new to the School will receive induction training which will clearly identify the policies and procedures of the College, including the College's Child Protection and Wellbeing Policy and guidance on safe working practices. This will be provided by the Sub Warden Pastoral and / or the HR Manager.

Regular meetings will be held during the probationary period, normally every 3 months between the new employee(s) and the appropriate manager(s).

SUPPLY TEACHERS

Recruiting Supply Teachers will be managed in the same way as any other staff in school. This means that they will also have all the appropriate pre-employment checks including PVG and Right to Work in the UK checks carried out.

CONTRACTORS

It may be that Contractors have unsupervised contact with children. With this in mind a PVG check must be completed before a Contractor can start work in an establishment with children. Ideally contractors should try and work **outside of school hours, if this is not practicable then the contractor should be supervised at all times** and the following guidelines should be consulted.

Building Contractors

For health and safety reasons, children should not be allowed in areas where builders are working so there should be little opportunity for workers to be unsupervised with children. It is difficult to say that there will not be times when contact with a child occurs. Therefore, all projects with contractors who may come into contact with children on site during school hours will undergo a PVG check. This clearance will be stated in any contract struck and/or agreed with an individual contractor employed directly by Glenalmond College. Work will not commence before the clearances have been received.

Contracted Support / Grounds/ Maintenance Staff

Glenalmond College will make sure that any agency they use follows the same standard of safe recruitment checks as the School uses. This should be evidenced in writing by the agency. We will ensure that the recruitment checks have been completed prior to their start day in the same way as we would our own staff. Safe recruitment checks must be part of the contract agreement between establishments with children and any agency contracting out staff to Glenalmond College.

Emergency Call-Out Contractors (not previously checked by the school)

Contractors that are called out in an emergency may not be a contractor that is checked and known to the School prior to the 'call-out'. It is not necessary to obtain a PVG check for such staff, as they will only have contact with children on an ad hoc or irregular basis and are unlikely to be left unsupervised with children. These contractors will sign in or out in a visitor log and be escorted by a PVG cleared member of staff at all times.

VOLUNTEERS

Volunteers in schools often have the same unsupervised access to children as employees. A child will not consider a distinction between a volunteer and a member of staff, when seeking help or support. This means that volunteers will have certain checks completed as they are in a position of trust.

As with any new staff member an identity check and a PVG check should be carried out prior to the volunteer starting their duties within the School. It is also important to request and receive two references on behalf of the volunteer. These checks must be carried out for all volunteers and not just for those unknown to the School. PVG members will be re-checked as with other staff every five years.

If a Volunteer becomes a paid employee, then their right to work in the UK should additionally be assessed. A new PVG check will be required to reflect their change to an employee. If assisting on a one-off school trip, a volunteer does not require a PVG check, but will be supervised at all times.

GOVERNORS known as Council Members

Glenalmond College Council members must also undergo PVG checks.

FOREIGN LANGUAGE ASSISTANTS

Foreign Language Assistants working in the UK will need to provide a police clearance certificate prior to taking up their posts.

Dossiers from Italy, Belgium, Canada, Senegal, Switzerland, Russia, Japan and all Latin American countries automatically include the police clearance certificate. Assistants from Austria, France, Germany and Spain will be reminded to provide the document prior to taking up their post. It is the School's responsibility to ensure that this document is provided. It should not be more than six months old when the Assistant produces it. As with all employees, Foreign Language Assistants will be required to produce proof of eligibility to work in the UK.

PERIPATETIC TUTORS

Service providers such as those for music tuition, specialist sports coaching, supply teaching or specific courses that require staff to work on school premises whilst children are in school, must have evidence of the necessary checks in relation to these staff.

It is essential to carry out or have evidence of the same standard of checks for all staff working in the School and the extended provision even if they are not employed directly by the School. It is the HR Manager's responsibility to ensure that these checks are being carried out.

VISITING APPLICANTS

All visiting applicants will sign in on arrival and out on departure at Reception. All visitors will be accompanied at all times by an appropriate member of staff.

Safeguarding

Glenalmond College believes that children have a right to stay in a supportive, caring and safe environment which includes the right to protection from all types of abuse; where staff are vigilant for signs of any child in distress and are confident about applying the processes to avert and alleviate any such problems.

Any concerns should be referred to the Sub Warden Pastoral.

Review

This Policy will be regularly monitored and reviewed by the SLT.

Version Control

| | |
|----------------|-----------------------|
| Version Number | 2.0 |
| Version Date | Michaelmas 2018 |
| Updated by | HR Manager |
| Reviewed by | Deputy Head, Pastoral |

| | |
|----------------|---------------------|
| Version Number | 3 |
| Version Date | Michaelmas 2019 |
| Updated by | Sub Warden Pastoral |
| Reviewed by | |