

# TAWHID BOYS SCHOOL

## SAFER RECRUITMENT POLICY

### **Rationale**

The Policy of Tawhid Boys School is to ensure that its recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the Post and is suitable to work at this school.

The School will follow strictly the regulations set out in the latest Independent Schools Standards (ISS) and the guidance in Keeping Children Safe in Education, (latest Sept 2019). All practice must be in strict accordance with DFE Safer Recruitment process. For this purpose, this Policy will be kept under review and brought into line with any new changes in Regulations and Guidance.

### **Procedures**

#### **1. Advertising the Position**

All permanent and temporary teaching posts will be advertised unless:

- It is suitable for an internal redeployment
- It is suitable employment for an existing member of staff who is no longer able to carry out the principal duties of his/her present job because of disability

Vacant posts for teaching and support staff will be advertised in a manner likely to bring them to the notice of persons who are qualified to fill them.

In our advertisements, the school will make it clear about what the job is and what experience, qualifications and qualities are required. The information the school requires from applicants will be specifically set out and is relevant to the post.

All applicants will be provided with the following information:

1. An application form
2. A job description and person specification
3. Guidance notes on the application and recruitment process
4. A policy statement about the school's commitment to safeguarding and promoting the welfare of children. (Tawhid Boys Schools is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service check and all other checks in line with latest Guidance set out in the KCSIE (Sep 2019)

#### **2. Short-listing for Interview**

Short-listing is focused on the requirements of the job description and person specification. Short-listing decisions are made on the basis of information provided in the application form measured against the job description and person specification. All applicants invited to an interview will be treated equally and the interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process. The interview will focus on each applicant's skills. All candidates will be asked questions about their attitude toward children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children. Questions about an applicant's disability will not be asked at interview except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements and to decide whether an applicant can carry out the work that is intrinsic to the role. Questions about marital status, dependants and family plans must not be asked at interview.

### 3. Selecting a Candidate

Successful applicants will be required to complete satisfactorily all pre-employment conditions and checks before a conditional offer is confirmed. (See Appendix 1) A letter of confirmation of employment will proceed upon satisfactory references obtained. All appointments will be offered on a 3 months' probationary period.

Unsuccessful candidates will be notified. All personal information received by the school during the recruitment process is securely stored. Recruitment records and information will be held for a period of one year, currently the statutory period in which a claim arising from the recruitment process may be brought.

### 4. Recruitment Panel

The Recruitment Panel will consist of at least one member who has successfully completed the Safer Recruitment course with a recognise body such as the City & Hackney Children's Safeguarding Board(CHCSB). The Panel will consist of Head Teacher, in his absence a member of SMT, can include the Head of Faculty and School Governors.

Safer Recruitment trained:	MR U Mapara,	Head Teacher
	MR Y Rawat,	Deputy Head
	MR R Dana	Personnel Manager (HR)
	MR Y Hafesji	Personnel Lead- Governor

### 5. Single Central Records (SCR)

There should be one central record with all people that have regular access to children in the school. This will mean all staff employed, including supply staff, Contractors, Maintenance staff, governors, volunteers and any persons that comes under Regulated Activity. This also includes the proprietarily body, whether or not they have access to children.

Appendix 2 sets out the guidance to help the Appointed Officer ensure that all the necessary information about the school's recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place.

**Review Date:** February 2020

**Next Review** February 2021 (As regulations require)

**Appointed Officer:** Head Teacher (U Mapara)

**Responsibility for Review:** Head Teacher & Personal Lead-Governor (Mr Y Hafesji)

**Forum:** SDC Meeting

## Recruitment: Appendix 1

### Contents

- A. Application Pack
- B. Recruitment Checklist
- C. Induction

### Supporting Documents (To be emailed)

- i) School Policies
- ii) Department Policies
- iii) Staff Handbook (Terms & Conditions)
- iv) Teachers Handbook (Teaching & Learning, rules & routines)
- v) Time Table
- vi) School Prospectus
- vii) Annual School Report

## TAWHID BOYS SCHOOL RECRUITMENT PROCEDURES

### **A. Application Pack**

1. Application Form
2. Job Description & Personal Specification (subject Specific)
3. School aims & ethos
4. Recruitment Process
5. Safeguarding Policy Statement
6. Terms and conditions relating to post (Not full staff handbook)
  - Term of Contract (3 months probationary)
  - Working Hours (Include revision/booster lesson, staff meetings, Parents & Open Evenings etc.)
  - Pay scale

### **B Recruitment Checklist**

1. Job Advertisement
2. Receive Application and all requested info
3. Short-List
4. Request for 2 references
5. Check all documents for authenticity before interview
  - Qualifications (only)
5. Interview for teaching post will involve HT or senior staff. For senior post a panel will be involved consisting of Chair/Deputy of Governor, Personnel Manager and a senior member of staff.
  - Letter / email correspondence for interview
  - Identity check (if applicant successful)
  - Qualifications (originals)
  - If change of name, appropriate documents
  - Set of questions to be asked & who (prepare before interview)

## Recruitment and Vetting Checks Recording Form

### MUST

1. Complete School Application Form (Check for no gaps and any missing periods need to be investigated)
2. DBS
3. Barred List Check
4. Prohibition from Teaching Check
5. Section 128 Check (Leadership)
6. EEA / Overseas check
7. Identity (Passport, Birth Certificate, Driving Licence)
8. Proof of residency / Work Permit
9. Proof of residency (address) (Utility Bills, Financial Statement)
10. Qualifications (Degree, PGCE etc)
11. DfES Number, GTC Registration Number
12. Proof of QTS (Check on TRA Teacher Services)

Verified QTS:

Date:

By Who

Verified NQT Induction:

Date:

By Who:

13. References (2 min)

Ref 1:

Date Sent:

Date Rec:

Ref 2:

Date Sent

Date Rec:

14. All Checks completed

Candidate Successful & Position offered

1. Letter of Offer
2. Medical Questionnaire (Position related)
3. Contract Letter
4. Start of employment

Docs sent:

School Policies and relevant docs, Induction, Probation, and On-going CPD

### **Single Central Record - Guidance Notes for Appointed Officer**

This guidance is to help the appointed officer ensure that all the necessary information about the school's recruitment and vetting checks is contained in one central record. The aim of this process is to ensure that a summary of all the checks are kept together in one place. All practice and procedures are to be kept in line with the latest Safer Recruitment Guidance, currently KCSIE Sept 2019.

#### **One Single Central Record**

There should be **one** central record with **all** people that have **regular** access to children in the school and come under Regulated activity. This will mean all staff employed, including supply staff, maintenance staff, governors and volunteers. For independent schools, this also includes the proprietarily body, if there is one, whether or not they have access to children.

Note that with regard to supply staff, the school will need written confirmation from the supply agency that the checks required below have been completed. The school does not need to see these except where there is information disclosed on a DBS check. The school must make sure that the identity of the supply person teaching in the school is the same as that given in the information by the supply agency. Where internal supply is utilised, the school will keep records of valid DBS checks of all cover staff.

#### **Identity**

Each person's name, address, date of birth, the evidence (e.g. birth certificate, passport, driving licence combined with proof of address and some form of photographic evidence) and date of the check and a record of who carried out the check should be recorded.

#### **Qualifications**

If qualifications are legally required for the post (and for some posts are not required), the evidence of the relevant certificate obtained, the date of the check and a record of who carried out the check, should be recorded.

#### **Prohibition from teaching, Barred List, DBS Checks, Section 128 Check, Regulated Activity**

The evidence and date of the Prohibition from teaching Check, Barred List Check, Section 128 Check (Management Post) and **Enhanced** DBS check and a record of who carried out the check should be recorded.

Note: DBS disclosures are required for all those providing education and who regularly care, train, supervise or have sole charge of person under the age of 18. Barred List Check must be undertaken for all staff before they begin work. They are completed as part of an DBS enhanced disclosure. A Barred List Check is not required separately unless a person's enhanced DBS disclosure is outstanding at the time of starting work. (All Check to be in line with Part 3, KCSIE Sept 2018)

#### **Checks on the Right to Work in the UK**

Employers must confirm the right of those they employ to work in the UK. The evidence and date of these and a record of who carried out the check should be recorded.

## Overseas Checks

Where individuals have lived abroad, DBS disclosures will not show any offences that may have been committed. Additional checks will need to be made in each country of residency such as obtaining good conduct certificates from embassies or police forces as needed. The evidence and date of these and a record of who carried out the check should be recorded. (See further guidance KCSIE Sept 2019)

### What evidence must be seen and retained?

Below is a summary of the types of evidence which may be used.

The evidence seen must be copied and held on the employee's personal file (or secure central file in the case of agency supply staff/contractors/volunteers). These records will be scrutinised by Inspectors checking Single Central Records. All records will be kept in compliance with the Data Protection act and in line with GDPR guidance.

Check	Proof required	Examples
Identity	Identity Name Address Date of Birth	Passport or UK photo driving licence Passport etc, birth (& marriage) certificate Utility Bill Passport, birth certificate
Qualifications	Those legally required for the job e.g. QTS, NPQH For qualified teachers – GTC registration	Original certificate Original letter from awarding body  School must undertake check with GTC
Barred List Check	Check undertaken	School must undertake check for all staff Enhanced DBS with Barred List Check
Enhanced DBS	Disclosure Certificate	School must undertake Enhanced DBS if new employee not in possession of DBS or where the person in possession of such a check has had a break of more than 3 months
Prohibition Check for Teachers working with Children	Check undertaken with DFE ( DFE Secure Access Portal)	Teacher Reference No. (TRN) If not QTS, manually check through entire list and print out confirmation. Date & Sign
Overseas Workers	UK or EEA Passport to verify permission Work Permit Leave to Remain	Passport  School to obtain work permit Original copy of leave to remain
Overseas Police check	Check to be carried out with all Embassy of respected countries lived in	Completed Application form required to be sent with correct fees.
EEA Check	Check undertaken with	Teacher Reference No. (TRN) If not QTS, manually check through

	DFE ( DFE Secure Access Portal)	entire list and print out confirmation of relevant section.
Medical	Self Certification Doctors Letter	Employee self-certification Survey.
Prohibition Check for Governors from managing schools & Managers (Leadership roles) (Section 128)	Check undertaken with DFE, TRA (teaching Regulation Agency Teacher Services Secure Access Portal)	Check against Register on Secure portal Keep printed and soft copies as evidence

