



OISE Bristol Recruitment & Selection Policy

TO BE USED FOR THE RECRUITMENT OF EMPLOYEES IN ENGLAND AND WALES

‘Instill Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment’

The above statement is included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Job descriptions
- Induction training

Planning and advertising

Candidates will need to demonstrate the mix of qualities, qualifications and experience appropriate to the role. Advertisements and Job Descriptions will include clear guidance on what will be required from applicants in order to be successful.

Application forms containing a common set of core data are required from all candidates. In addition to the application form, candidates are asked to provide a CV containing a full history in chronological order since leaving secondary education, with explanations for periods not in employment, education or training.

Two references will be required for each applicant. One of these should be the current or most recent employer. Referees should be asked about the suitability of the candidate to work with under 18s. The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

All applicants are required to submit to a declaration regarding their suitability to work with children, such as the one set out in appendix A

Candidates with a current disclosure form will be asked to bring it to interview. A criminal record does not necessarily exclude applicants from employment if it is not relevant to the position applied for.

Applicants with criminal convictions or other information that may appear on a DBS check will be invited to submit with their application information relating to their criminal convictions in a sealed envelope bearing their name and clearly marked confidential. This should be placed inside a second envelope addressed to the specified person at the OISE group. Information submitted in this way will be kept securely, separately from the other information submitted as part of the application process, and will be opened only if the candidate is invited for interview, when it will be made available to the interview panel, who may ask the candidate about it. All such information submitted by unsuccessful candidates will be returned to the candidate, or destroyed, as the candidate elects.

All applicants are advised to visit the government website <http://www.homeoffice.gov.uk/agencies-public-bodies/dbs/> to read the DBS code of practice. A copy of the Instill Education policy statement on the recruitment of Ex-offenders is available on request.

Job Description

Job Descriptions will clearly state:

- the main duties and responsibilities of the post; and
- the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interviewer will also explore:

- the candidate's attitude toward children and young people
- his or her ability and willingness to support the organisation's agenda for safeguarding and promoting the welfare of children
- gaps in the applicant's employment history
- any criminal convictions disclosed or other similar information submitted by the candidate
- concerns or discrepancies arising from the information provided by the candidate and/or referee

The candidate will also be asked whether they wish to declare anything [further] in light of the requirement for an enhanced DBS disclosure.

Conditional offer of appointment: pre-appointment checks

An offer of appointment to the successful candidate shall be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of qualifications
- the candidate not being on the DBS children's barred list
- a satisfactory DBS check. If this check has not been completed the day the employment starts, then the employment is subject to the employee signing a Child Protection

Declaration. Instill also reverses the right to refuse or terminate employment if the checks are not satisfactory.

Where:

- the candidate is found to be barred from working with children, or the DBS check shows s/he has been disqualified from working with children by a Court; or
- an applicant has provided false information in, or in support of, his or her application; or
- there are serious concerns about an applicant's suitability to work with children, the facts must be reported to the Group Child Protection Officer for a decision on whether to report to the DBS and/or the police.

Post appointment: Induction

There is an induction programme for all newly appointed staff, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about the organisation's policies and procedures
- support individuals in a way that is appropriate for the role for which they have been employed
- confirm the conduct expected of staff within the schools
- provide opportunities for a new member of staff to discuss any issues or concerns about their role or responsibilities
- enable the person's line manager to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

All employees must notify their line manager of any event or happening which could affect their suitability for work with children.

PROTECTION OF CHILDREN ACT 1999

Declaration Regarding Suitability to Work with Children

To be completed by all staff who have contact with students aged under 18.

In order to help us ensure that we are complying with child protection laws, please complete the following declaration:

I _____ (full name)

of _____ (address)

declare that there is no court case pending against me, and there is no other reason why I should not be considered a person suitable to work with or alongside juniors and young people who are not yet legally adults. I declare that I am not on the Children's Barred List (formerly List 99), disqualified to work with children, or subject to sanctions imposed by any regulatory body.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.

I agree to OISE carrying out a check with the Disclosure and Barring Service (DBS), and I am aware that the details of pending prosecutions, previous convictions, cautions, or bind-overs against me will be disclosed along with any other relevant information which may be known to the police, and Lists held in accordance with the Protection of Children Act 1999.

I agree to inform the person in the organisation responsible for processing applications for Disclosure and Barring Service checks if I am convicted of an offence after confirmation of the post. I understand that failure to do so may lead to the immediate suspension of my work with children and/or the termination of my position.

I agree to inform the person in the organisation responsible for processing applications for the Disclosure and Barring Service checks if I become the subject of a police and/or social services / social work department investigation. I understand that the failure to do so may lead to the immediate suspension of my position.

Signed _____

Date _____

School or department _____

Date _____

Related Policies:

Alcohol Drug and Tobacco policy

Safeguarding Policy

E-Safety Policy

Child Protection policy

Health and Safety policy (in Health & Safety Manual)

DBS Policy - Recruitment of Ex-offenders

Recruitment of Host Families

Policy Statement- Secure storage, handling, use, retention and disposal of Disclosure Information

Anti-Bullying Policy

Reviewed January 2017

To be reviewed January 2018