

Campion School Safer Recruitment Policy

Aims

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To establish a fair, equitable and effective recruitment procedure, which is consistent with employment legislation and the School's policies and practices
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To deter prospective applicants who are unsuitable for work with children or young people.
- To identify and reject applicants who are unsuitable for work with children and young people.

General Principles

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children and young people in education. Campion is committed to safeguarding and promoting the welfare of the pupils in its care and expects all staff and volunteers to share this commitment. The recruitment steps outlined below are based on part 3 of Keeping Children Safe in Education. At least one person involved in the hiring of staff will have completed safer recruitment training.

Advertising

When advertising roles, we will make clear:

- A job description for the advertised post
- The qualifications, experience and skills that will enable a candidate to be successful in the role.
- Campion's commitment to safeguarding and promoting the welfare of children. We will use the statement "Campion School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service (UK) and/or the International Child Protection Certificate (and country equivalents)".
- The need to explain any gaps in employment/education.
- That safeguarding checks will be undertaken.

Advertisements will usually be placed on some or all of the following: School website, TES, LinkedIn. The timing of the advertisement and the closing date will be carefully considered. When possible, all positions will be posted for at least two weeks. All enquiries will have access to recruitment information detailing the job description and requirements of the post.

Application

Within the job advertisement, it will be stated that Campion School will accept a Letter of Application together with a CV. It will also state that we ask applicants to explain any gaps in their work history.

Shortlisting

Shortlisting is usually carried out by the Headmaster or the Head of Juniors but, on occasions and at the discretion of the Headmaster, can also be carried out by other Senior Members of staff. All application details are treated confidentially and applications (the personal data of the applicant) will

only be shared only with those directly involved in the recruitment process. Information will be retained for the duration of the application cycle.

Shortlisting interviews, if required, will usually be carried out online via Zoom/Google Meet etc.

When conducting shortlisting interviews, we will:

- Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this.
- Explore any potential areas of concern to determine the candidate's suitability to work with children.
- Ask a question relating to criminal convictions.
- Record all information considered and decisions made.

Interviewing

Where possible, interviews will be carried out face to face and, for a teaching position, involve an observed lesson/interaction with children. All candidates will be subject to the same format of interviews and the same core questions. All questions will be related to the job requirements and the candidate's suitability to undertake the role. Care is taken to avoid questions which are discriminatory and there will be at least one question which addresses the candidate's understanding of issues regarding safeguarding.

The recruitment process will involve at least two people. Interviews will include at least one person who has completed safer recruitment training and somebody who has completed Level 3 safeguarding training - usually a DSL. Candidates will be asked to declare all criminal convictions.

When recruiting for a senior leadership position, a member of the board will be invited to be present at the final interview and participate in the decision to make the appointment.

Seeking references and checking employment history

We will aim to obtain references before the final interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references.
- Seek a minimum of two and ideally three references (with due flexibility for newly/very recently qualified teachers).
- Liaise directly with referees and verify any information contained within references with the referees.
- Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school based, we will ask for the reference to be confirmed by the headteacher/principal as accurate in respect to disciplinary investigations.
- Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed.
- Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children.
- Compare the information from the application with that in the reference and take up any inconsistencies with the candidate.
- Resolve any concerns before any appointment is confirmed.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity using photographic ID and proof of current address.
- Obtain (via the applicant) the International Child Protection Certificate (ICPC) (and/or country equivalent). We will not keep a copy of the certificate for longer than 6 months, but when the copy is destroyed we may still keep a record of the fact that vetting took place, the result of the check and recruitment decision taken.
 - Where an applicant has lived in multiple countries, checks will be undertaken for all relevant countries.
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Check that candidates taking up a Senior Management position are not subject to a prohibition from management (section 128) direction made by the UK secretary of state

Existing staff

In certain circumstances we will carry out all the relevant checks on existing staff as if the individual was a new member of staff. These circumstances are when there are concerns about an existing member of staff's suitability to work with children.

We will refer to the DBS (or country equivalent) anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence, for example, under the UK Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- We believe the 'harm threshold test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left.

Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A successful candidate can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role once an offer of employment has been made. It remains the duty and responsibility of the staff member to inform the Headmaster of any changes to health or mental state that would affect their ability to discharge their duties to an appropriate standard.

Declaration of a criminal record

Declaration of a criminal record will not necessarily prevent applicants from being offered a position but failure to disclose any prior convictions or cautions, may result in an offer of employment being withdrawn. All disclosures will be kept in the strictest confidence.

Feedback

All unsuccessful interviewed candidates to be contacted by the School. Candidates often wish to gain feedback, in relation to either initial selection and/or interview, for their own development. When requested, we will aim to provide this feedback; based on the selection criteria and we will aim for it to be honest, but constructive.

Training

Successful candidates will undertake safeguarding training relevant to the role they have acquired.

Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced ICPC/Piniko Mitroo check (or country equivalent)

Under no circumstances will a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteers who, on an unsupervised basis, teach or look after children regularly, or provide personal care on a one-off basis in the school, will be required to obtain a ICPC certificate (and/or country equivalent).

The school may conduct a repeat ICPC check (or country equivalent) on any such volunteer should they have concerns.

Single Central Record (SCR)

The school keeps a single central record of pre-employment checks, referred to in the Keeping Children Safe in Education Regulations as “the register”. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained will be logged on the SCR for all employees of the school.

The following people will be included on the SCR

Anyone who is engaged in regular work at Campion with the opportunity for contact with children.

- All staff (including non-teaching staff)
- Interns
- Regular volunteers
- Supply staff
- Peripatetic staff
- Co-curriculum staff
- Trustees
- Catering
- Cleaning staff
- Bus Monitors

One-off volunteers and contractors will not be on the SCR; however, they must not be unsupervised or undertake any kind of personal care.

Resigning from Campion

In order to ensure sufficient time is available for the recruitment of appropriate and suitably qualified staff, the date of resignation is set as the last working day of February. When a staff member resigns after this date, the school holds the right to withhold a letter of recommendation (reference) or other benefits associated with end of services i.e. return flight to initial country of residence. The school also reserves the right to withhold from the employees salary the cost of advertising to find a suitable replacement.

Complaints

Complaints stemming from the recruitment of staff should be addressed to the Headmaster and will be dealt with according to Campion’s Complaints policy.

Linked Policies

- Safeguarding Policy

Created: November 2021

Next Review November 2022

Appendix 1 - Reference Request Form



CAMPION SCHOOL

XXX has named you (YYY) as a referee. I would be extremely grateful if you would take the time to complete this form. Please email it to me as detailed below.

Thank you for your assistance.

Mike Henderson
Headmaster

Compared to all other teaching professionals you have previously worked with, please rate this professional. Use an X-as appropriate.

Position applied for:	Excellent Top 5%	Very Good	Average	Below Average	Very Weak	No knowledge or opinion
Teacher of Maths						
Effectiveness in the classroom						
Relationships with pupils						
Relationships with parents						
Relationships with colleagues						
Relationships with senior management						
Classroom management and organisation						
Ability to inspire pupils						
Communication skills						
Performance under stress						
Meeting deadlines						
Contribution to extracurricular activities						
Positive and optimistic attitude to school						
Willingness to work hard						
Preparation, marking and assessment						
Appearance, dress code						
Attendance						
Punctuality						
Enthusiasm, commitment and loyalty						
Flexibility						
Knowledge of subject						
Potential for growth						
Management of pupil behaviour						
Sense of humour						

What are the applicant's greatest strengths as a teacher?

Employer's reference 202X



CAMPION SCHOOL

In what areas would you like to see the applicant develop or improve?

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Please place an 'X' in the appropriate response below:

- I would retain or re-employ this applicant with great enthusiasm
- I would retain or re-employ this applicant with enthusiasm
- I would retain or re-employ this applicant with reservations
- I would not retain or re-employ this applicant

Are there any past or pending disciplinary matters relating to this applicant's work in schools?

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Do you know of any reason why this applicant might not be trusted to work with young children, in any classroom or out of school teaching, on trips or in extra-curricular activities?

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Please add any other comments as appropriate

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Name		Office Tel:	
Date		Email	
How long have you known this candidate?			
What was your professional relationship with the candidate?			

Please email this form to: emichael@campion.edu.gr

Land address: [Aghias Inoulianis Pallini, GR-15351](#)

School Tel.: **(+30) 2106071700**

Postal Address: [P.O. Box 67484 15302, Pallini](#)

Appendix 2 – Criminal Record Self-Declaration Form

Surname		Forename	
Post applied for		Date:	
UK NI number <i>If applicable</i>		Teacher Ref No. <i>If applicable</i>	
Date of QTS <i>If applicable</i>			
<p>Campion School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an ICPC (and/or country equivalent) and other relevant checks with statutory bodies.</p>			
Do you have any unspent conditional cautions or convictions?		Yes / No	
Do you have any spent adult cautions (simple or conditional), or spent convictions?		Yes / No	
Do you have any criminal convictions or relevant service discipline convictions received within the Armed Forces Justice System (e.g. through Summary Hearing or Court Martial) where it would be considered an equivalent offence in England and Wales?		Yes / No	
Have you ever been barred from working with Children or disqualified from working in Childcare?		Yes / No	
Are you subject to any sanctions in the EEA or wider afield?		Yes / No	
Teaching Posts only: Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?		Yes / No / N/A	
Management Posts only: Have you been prohibited from the management of an independent school (s128)?		Yes / No / N/A	
<p>If you have answered YES to any of the questions above please provide full details;</p>			
<p>Please complete and sign the declaration below: I declare that all the information I have provided in the disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held on my personnel file. I also understand that it is my duty and responsibility to inform the Headmaster of any police convictions or cautions during my time employed by Campion School.</p>			
<p>Declaration I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Campion School however failure to disclose may result in an offer of employment being withdrawn.</p>			
Signed:		Date:	

