

Staff Recruitment Policy

Introduction

As a matter of Christian principle, the school will promote equality of opportunity in its employment policy and practice. However, this is subject at all times to the fact that Immanuel Christian School is designated as a school with a Christian Character pursuant to the Religious Character of Schools (Designation Procedure) (Independent Schools) (England) Regulations 2003. The order was made under SI 2013 No. 2867. This designation permits the School to require all teaching staff to adhere to the Christian faith as set out in the Bible and summarised in the School's Statement of Beliefs.

The governing body has a duty to secure, preserve and develop the character and conduct of the school in line with the school's Objectives and Aims.

As part of this duty and in order to promote the school's activities in Christian education, preference must be given to professionally competent applicants for teaching posts who are committed to the school's Statement of Faith and the practices and doctrines consistent with a godly Christian life. All teaching staff will be expected to behave in a manner that is compatible with the values and moral codes associated with biblically directed Christian living. Applicants for all posts, whether teaching or non-teaching, paid worker or volunteer, will be asked about their willingness and ability to support and promote the Christian ethos of the school.

The principles of this policy apply to any person, volunteer or employee, whether in full, part-time or temporary employment, who acts on behalf of the school.

The school is also committed to the principles of Safer Recruitment and will do all that it can in its recruitment procedures to deter or identify and reject applications from people who might abuse children.

The school keeps a single central register to ensure the suitability of all staff to work with children. The single central register records the date that the following checks were made:

- Identity check
- Barred list check
- Enhanced DBS check
- Prohibition from teaching check
- Prohibition from management check
- EEA check
- Overseas applicant checks
- Professional qualifications check
- Right to work in the UK check
- Medical fitness self-declaration
- References

The Appointment Procedure (Employees and Contractors)

The headteacher has a responsibility to advise on staffing levels within the School. It is the responsibility of the Governors to decide the staffing levels required, taking into account such factors as current and future needs of the School and budgetary constraints.

A member of staff or governor who has been on a Safer Recruitment Training Course (to be renewed every five years) will always be involved in the appointment process and present when interviewing candidates for a teaching or non-teaching post.

Advertising Vacancies

Vacancies will be advertised locally through personal contacts, distribution of leaflets, contacts on the school's mailing list or may be advertised nationally through the Christian School's Trust and the Christian press. It will be ensured that the advertisement makes clear the organisation's commitment to safeguarding and promoting the spiritual, emotional, social, physical and educational welfare of children.

The recruitment process involves:

- A letter of application (including CV or application form)
- References
- Face-to-face interview
- Identity check
- Qualification check
- Check of previous employment history
- Mandatory check of barred list
- Check of Register of Prohibition Orders
- Right to work in UK
- Completion of self-certification questionnaire (attached at Appendix 1)
- Overseas checks if required

Before starting work all staff will be required to undergo an enhanced disclosure from the Disclosure and Barring Service (DBS).

Interview Panel

Appointment of a Headteacher

The Governors will appoint an interview and selection panel, which must comprise at least two members of the Governing Body, who will make recommendations to the full Governing Body to enable them to make the final decision. Arrangements will be made for all the Governors to meet the candidates before the interview takes place.

Appointment of Other Teaching Staff

The interview and selection panel will comprise at least one member of the Governing Body and the Headteacher or a representative appointed by the Headteacher.

Appointment of non-teaching Staff

The interview and selection panel will comprise at least one member of the Governing Body and the Headteacher or a representative appointed by the Headteacher.

Interview panels must include at least one person who has attended a Safer Recruitment Training Course.

Interview/Selection Process

References will be taken up for all candidates selected for interview. The interviewee's ID, qualifications and right to work in the UK will be checked at the interview.

Interviews will be conducted using a suite of competency-based questions.

Candidates will usually be asked to teach a lesson as part of the selection process. The subject of the lesson will be notified to them in advance of the day to allow time for adequate preparation.

Self-Certification Questionnaire

All staff and volunteers will be required to complete the self-certification questionnaire about:

- themselves; and
- members of their household (if applicable under current law)

before commencing work at the school. The school will advise each member of staff and volunteer if the “members of the household” section is relevant to them.

The questionnaire is attached as Appendix 1 to this Policy.

Job Offer

The successful candidate will receive a written job offer and the post must be accepted in writing.

Staff Induction

All staff will receive an induction briefing from the Head Teacher or Deputy Head Teacher which will include: quality standards, health and safety, confidentiality, child protection, staff development, timekeeping, illness and agreement of duties and line management.

Paid Staff and Volunteers.

Immanuel School is genuinely grateful for any volunteer activity either from our parents or from others. We will take steps to ensure the well-being and safety of our volunteers and to maintain the integrity of Immanuel School as a Christian charity. We would expect volunteers to be in sympathy with our ethos and standards of conduct and be aware that, as a volunteer, they represent the work of the school.

Two references will be taken up for volunteers to confirm their suitability to be working in the school.

Volunteer staff will be expected to conduct themselves as though they were paid employees and Immanuel School will meet all their employment commitments, excepting payment.

The Single Central Register

The School will maintain a Single Central Register with details of all governors, members of staff, contractors and volunteers. It will include particulars of all the safeguarding checks made for each individual recorded. All the checks will be made and recorded prior to the date on which the individual commences working at the school.

Where it has not been possible to complete all the checks because of delays in the process, e.g. an overseas criminal record check, the headteacher will conduct a risk assessment to decide whether any steps can be taken to allow the individual to commence work at the school while the outcome of the check is awaited (e.g. supervision by another member of staff or volunteer). Where there has been a delay in obtaining a DBS check a Barred List check will be undertaken separately through the Teachers’ Pensions system.

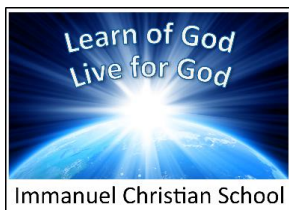
Once a term a copy of the Single Central Register will be provided to the governor responsible for safeguarding who will ensure that all the checks for new personnel have been completed and recorded.

The Single Central Register will also be a standing item on each Governor’s meeting agenda where all the governors will review and challenge the practice of the school in recruitment.

The Governors recognise that this policy relates to a legal framework based on a range of Acts and Regulations, in particular (but not exclusively): The Education Act 1944, The School Standards and Framework Act 1998, The

Employment Equality (Religion or Belief) Regulations 2003, The Employment Equality (Sexual Orientation) Regulations 2003, The Race Relations (Amendment) Act 2000, The Disability Discrimination Act 1995, the Race Relations Act 1976, The Sex Discrimination Acts 1975 and 1986 and the Equal Pay Act 1970.

Immanuel Christian School
Staff Recruitment Policy – version 4
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Staff Disqualification Declaration

In October 2014, the Department for Education (DfE) issued an update to its Statutory Guidance "Keeping Children Safe"

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/362919/Keeping_children_safe_in_education_childcare_disqualification_requirements_-_supplementary_advice.pdf

This update requires schools which provide care for pupils under the age of 8, to ensure that staff and volunteers working in these settings are not disqualified from doing so under the Childcare (Disqualification) Regulations 2009. Reference: <http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made>

A person may be disqualified through:

1. having certain orders or other restrictions placed upon them
2. having committed certain offences
3. living in the same household as someone who is disqualified by virtue of 1 or 2 above (this is known as disqualification by association).

You are required therefore to sign the declaration below confirming that you are not disqualified under those Regulations from working at Immanuel Christian School (ICS).

If you fail to complete and return this form, this will be regarded as a disciplinary matter for staff, which may result in dismissal and in the case of volunteers (where required to sign), may mean that you can no longer work at the school.

A disqualified person is not permitted to continue to work in a setting providing care for children under age 8, unless they apply for and are granted a waiver from OFSTED. Reference:

<http://www.ofsted.gov.uk/resources/applying-waive-disqualification-early-years-and-childcareproviders>.

Support will be provided with this process.

Section 1 – Orders or Other Restrictions	Please circle one option
Have any orders or other determinations related to childcare been made in respect of you?	YES / NO
Have any orders or other determinations related to childcare been made in respect of a child in your care?	YES / NO
Have any orders or other determinations been made which prevents you from being registered in relation to child care, children's homes or fostering?	YES / NO
Are there any other relevant orders, restrictions or prohibitions in respect of you as set out in the Schedule 1 of the Regulations? Available from the school office or at the link below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/1/made	YES / NO
Are you barred from working with Children (Disclosure and Barring (DBS))?	YES / NO
Are you prohibited from Teaching?	YES / NO
Section 2 – Specified and Statutory Offences	Please circle one option
Have you been cautioned (including a reprimand or warning) since 6 April 2007 or have you ever been convicted of:	

• Any offence against or involving a child? (A child is a person under the age of 18)?		YES / NO	
• Any violent* or sexual offence against an adult? * a violent offence in this context is murder, manslaughter, kidnapping, false imprisonment, ABH, GBH.		YES / NO	
• Any offence under the Sexual Offences Act?		YES / NO	
Any other relevant offence? For details, please refer to these links below: http://www.legislation.gov.uk/ukxi/2009/1547/schedule/2/made http://www.legislation.gov.uk/ukxi/2009/1547/schedule/3/made		YES / NO	
Have you ever been cautioned, reprimanded, given a warning for or convicted of any similar offence in another country?		YES / NO	
Section 3 – Disqualification by Association			Please circle one option
To the best of your knowledge, is anyone in your household* disqualified from working with children under the Regulations? *household – includes family, lodgers, house-sharers, household employees, etc. This means, does anyone in your household have an Order or Restriction against them as set out in Section 1 or have they been cautioned, reprimanded, given a warning for or convicted of any offence in Section 2.			YES / NO
Section 4 – Provision of Information			
If you have answered YES to any of the questions above you should provide details the below in respect of yourself, or where relevant the member of your household. You may supply this information separately if you so wish, but you must do so without delay.			
Details of the order, restriction, conviction, caution etc.			
The date(s) of these			
The relevant court(s) or body(ies)			
You should also provide a copy of the relevant order, caution, conviction, etc. In relation to cautions / convictions a Certificate may be provided.			
Section 5 – Declaration			
In signing this form, I confirm that the information provided is true to the best of my knowledge and that:			
• I understand my responsibilities to safeguard children.			
• I understand that I must notify the ICS Headteacher immediately of anything that affects my suitability including any pending court appearances, cautions, warnings, convictions, orders or other determinations made in respect of me or a member of my household that may render me disqualified from working with children.			
Signed			
Print Name		Date	