



Znaniye Limited

Safer Recruitment Policy

2019 – 2020

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

Although Znaniye operates solely as a Russian Education Centre, where all staff are required to speak, read and write Russian to the highest level - the school still recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities.

The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality and opportunity.

The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the school's Equality Policy and Safeguarding policy

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Verification of right to work in the UK (GOV.UK website)
- A satisfactory enhanced DBS clearance with a barred list information check where the person will be engaging in regulated activity (and/or Certificate of Good Conduct Embassy checks for those who have resided outside of the UK)
- Verification of (professional) qualifications as appropriate
- Verification that the candidate is not subject to a Prohibition order issued by the Secretary of State, for teaching staff
- Verification of professional registration as required by law for teachers

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements.
- Monitor the school's compliance with them It is the responsibility of the Headteacher (Aina Mamaeva) and other managers involved in recruitment to:
 - Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
 - To monitor contractors' and agencies' compliance with this document
 - Promote safeguarding of children and young people at every stage of the procedure It is the responsibility of all potential and existing workers, including volunteers to comply with this document. It is the responsibility of all contractors and agencies to comply with safe recruitment preemployment checks.

The Headteacher may delegate the selection process of staff outside of the leadership group to other managers in the school but remains responsible for the decision to appoint.

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible, normally this will entail an external advertisement.

However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

As a specialist language supplementary school CV's are accepted throughout the year from candidates who feel they could aid the school.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg: General Teaching Council for England).

References for candidates will be sent for immediately.

The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable. Referees will also be asked to confirm details of:
 - The applicant's current post, salary and attendance record
 - Performance history and conduct

- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safeguarding of children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent.

Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case.

More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

The selection process will always include the following:

- Face to face professional interview including questions related to safeguarding children (in line with Safer Recruitment Training)
- Young people panel/activity with children Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006.

Short-listed candidates will also be required to provide original proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body/institution. If the original documents are not available, the school will require sight of a properly certified copy.

Proof of identity and other documentation will be verified by the chair of the panel/Headteacher. Commencement of Employment prior to DBS check being received in exceptional circumstances it is permitted to commence employment prior to receiving a DBS check.

Employment Offer - It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks details above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment. Once all pre-employment checks have been satisfactorily completed/received, an offer of employment will be made, and the contract of employment issued within a reasonable timescale as in accordance with employment legislation.

Record Retention/Data Protection

Under the Data Protection Act 1998, applicants have a right to request access to notes written about them during the recruitment process.

Personal file records

The school will retain the following information which will make up part of the personal file, for the successful candidate:

- Application form
- References
- Disclosure of convictions form
- Proof of identification
- Proof of academic qualifications
- Certificate of Good Conduct (where applicable)
- Evidence of medical clearance from Occupational Health (where applicable)
- Evidence of the DBS clearance

The central record will indicate whether the following have been completed:

- Identity checks
- Qualification checks for any qualifications legally required for the job
- Prohibition from teaching check
- Checks of right to work in the United Kingdom
- Barred List checks
 - DBS Enhanced Disclosure and/or Certificate of Good Conduct Embassy checks for those who have resided outside of the UK
- Further overseas records where appropriate
- Keeping Children Safe in Education

It shall also indicate who undertook the check and the date on which the check was completed, or the relevant certificate obtained.