

# SAFE RECRUITMENT POLICY

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## **1. Purpose**

- 1.1 The Jigsaw Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. We expect all staff and volunteers to share the same commitment in line with the current DfE guidance 'Keeping Children Safe in Education'.
- 1.2 Jigsaw Trust is committed to a clearly defined Safe Recruitment Policy, which provides a framework for the efficient and effective recruitment of all categories of staff. This policy aims to fulfil the needs of recruitment for those working with clients with special educational needs and disabilities. This document seeks to achieve that aim and clarify aspects of the recruitment and selection procedure.
  - To ensure that all recruitment practices are compliant with current DfE safeguarding guidance 'Keeping Children Safe in Education' 2018, including Childcare (Disqualification) Regulations 2009, with clear links to child protection policies and procedures, thereby ensuring as far as possible that all staff recruited to work in schools are suitable to work with children, young people and vulnerable groups
  - To foster a systematic and rigorous approach with compliance to all relevant equal opportunities legislation, in accordance with the 'Equalities Act 2010'
  - To ensure that appointees are recruited without direct or indirect regard to gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave
  - To ensure that newly recruited staff possess the most appropriate blend of qualifications, experience, knowledge, skills and abilities to meet the demands of the post and the needs of the school
  - To ensure a consistent and equitable approach to the appointment of all staff
  - To ensure that the recruitment and selection process is accessible to all by giving appropriate regard to the needs of individuals with a disability, with provision of reasonable adjustments where necessary.
  - To ensure the most cost effective use is made of resources in the recruitment and selection process

## **2. Definitions**

- 2.1 "The Trust" means Jigsaw School, Jigsaw Plus, Jigsaw Trust and Jigsaw Trading 2013 Limited (Café on the Park)

## **3. Scope**

- 3.1 This policy applies to all staff involved in the recruitment process.

## **4. The Policy**

- 4.1 Measures to ensure safe recruitment practice, compliant with DfE advice, are identified throughout this policy. All individuals involved in the recruitment process have responsibility for ensuring the implementation of these measures. The safeguarding measures noted in this policy are not exhaustive or designed to obviate the need to refer to the most recent DfE guidance.

## **5. Responsibilities**

- 5.1 The CEO is responsible for determining the staffing complement across all business areas, in conjunction with relevant senior management. The CEO is responsible for regularly updating Trustees and the Governing Body on current staffing and future plans.
- 5.2 Once the selection panel has been agreed, the lead person, in conjunction with the panel, will be responsible for drawing up the relevant documentation and planning the selection process.
- 5.3 The selection panel for any position will have responsibility for ensuring that a fair, equitable and non-discriminatory process is maintained throughout the recruitment and selection activities.

## **6. The Planning Process**

- 6.1 Before the start of the recruitment process, there will be a review of the requirements of the specific role. Head of HR in conjunction with the CEO and senior management will determine initially whether:
  - The post is necessary (new or replacement)
  - The tasks could be performed by restructuring within Jigsaw or by other procedural change
  - The post can be filled by internal promotion
  - Whether the vacancy requires re-defining, taking into account changing work patterns, organisation, technology and the need for additional skills
  - The salary is a fairly positioned, taking account of the size, scope and responsibility of the role, the market rate and considerations of internal equity.
  - The post is full time or part time, permanent or temporary
  - There are any restrictions on who could fulfil the role (e.g. disabilities)
- 6.2 Where a job description or person specification does not exist (e.g. for new posts) then these will be drawn up for agreement by the Head of HR in conjunction with the CEO and line manager.
- 6.3 Job descriptions and person specifications for existing posts will also be reviewed to determine whether the roles and responsibilities of the post need to be revised and to update the necessary qualifications, knowledge, experience, skills or abilities required by the post holder.
- 6.4 The person specification will also be assessed to ensure that it does not unlawfully directly or indirectly discriminate on the basis of gender, gender reassignment, sexual orientation, marital or civil partnership status, colour, race, nationality, ethnic or national origins, religion or belief, age, pregnancy or maternity leave.
- 6.5 The CEO will authorise the 'Recruitment Appointment Form' before any planning for recruitment commences. Once this has been completed, the requisite job description, person specification and any additional relevant documentation will be prepared.

#### **Safeguarding Measures**

- A statement of the commitment to the safeguarding and promotion of the welfare of children, young people and vulnerable groups will be included in both the job description and the person specification
- All job descriptions will refer to the responsibility for safeguarding and promoting the welfare of children, young people and vulnerable groups. The job description will clearly set out the extent of relationships, contact with and the degree of responsibility for children, young people and vulnerable groups that the post holder will have
- All person specifications will consider the need for the job holder to be suitable to work with children, young people and vulnerable groups. Qualifications, experience, competencies and qualities needed for the role will be identified, along with an explanation of how they will be assessed during the selection process
- All short-listed applicants will be notified that any relevant issues arising from references will be taken up at interview

## **7. Advertising**

- 7.1 Roles advertised externally are posted on [www.careersatjigsaw.co.uk](http://www.careersatjigsaw.co.uk) and on appropriate internet jobs sites, social media, professional publications, TES and/or in the local press. Roles advertised internally are posted on the Jigsaw intranet.
- 7.2 Once it has been confirmed that a vacancy exists and that it has been approved with all of the relevant documentation, consideration will be given to the most effective and efficient method of recruitment.
- 7.3 All posts must be advertised, and any alternative recruitment method chosen will depend upon the requirements and seniority of the post to be filled, and may include one or more of the following:
- Internal recruitment and 'ring fencing' (the desirability of staff development should be recognised subject to the quality of available candidates)
  - External advertisements
  - Online advertising in certain circumstances a post or promotion opportunity will be ring-fenced for current staff in the first instance. Any such ring-fencing will be done in a consistent and transparent manner
- 7.4 Occasionally the decision may be taken not to advertise a post. This may occur, for example, when a similar post has recently been advertised and an appointment can be made from the subsequent interviewees, or because a temporary appointment needs to be made as soon as possible to ensure continuity within a post.
- 7.5 Financial justification must be provided in accordance with the current budgetary provision. Occasionally the use of a recruitment agency may be used where there has been difficulty

recruiting to a specific vacancy. This will be the responsibility of the Head of HR, who will ensure that where possible an introductory fee has been negotiated and obtain authorisation from the CEO.

#### **Safeguarding Measures**

- All advertisements will include a statement about Jigsaw's commitment to safeguarding and promoting the welfare of children, young people and vulnerable groups
- Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check via the Disclosure & Barring Service (DBS)

## **8. The Application Process**

- 8.1 For all posts, information packs can be downloaded from the careers website [www.careersatjigsaw.co.uk](http://www.careersatjigsaw.co.uk) or on request, made available electronically, to interested parties.
- 8.2 The information pack will generally consist of:
- a job description and person specification
  - an application form, including an equality monitoring form
  - application guidelines
  - a copy of Jigsaw's 'Equal Opportunities in Employment' policy
  - a copy of the Jigsaw's 'Child Protection' and/or 'Safeguarding Adults' policies
  - a statement of terms and conditions relating to the post (hours, salary)
  - information about the recruitment process (closing dates, possible interview dates)
  - other relevant information regarding the post and the business area.
- 8.3 Applications received after the closing date will not be considered, unless the applicant has given prior notice of a late application and this has been agreed by the selection panel.
- 8.4 Applications made through means other than application forms will not be considered, unless a reasonable adjustment has been made to accommodate the needs of an applicant with a disability.

#### **Safeguarding Measures**

- All applications must be made using the application form for the position to ensure receipt of relevant personal data (including DfE reference number and QTS/QTLS status) educational and employment history, declarations of relationships to existing employees, trustees and governors, details of referees and a statement of personal qualities and experience
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974, the filtering rules and the need to declare all unspent convictions, cautions, warnings, bindovers and current police

investigations or pending criminal proceedings. Applicants will also need to declare that they are not on the Children's Barred List, subject to the Childcare (Disqualification) Regulations 2009 or disqualified from teaching or subject to sanctions imposed by a regulatory body e.g. National College for Teaching and Leadership

- Applicants will be asked to attach details of any convictions, cautions, warnings, bindovers or other relevant information to the completed application form in a sealed envelope marked as confidential, unless he/she is not required to declare under the filtering rules.

## 9. Overseas Trained Teachers and Staff from overseas

9.1 Qualified teachers from the USA, Canada, Australia and New Zealand can apply to the Teaching Agency for QTS, without further assessment or the requirement to complete statutory induction. These teachers will be required to complete an application form from the Teaching Agency for further verification before QTS is awarded. Teachers may be a member of the Teaching Agency (UK) or in Scotland/Wales the GTC number remains in effect. More formal assessment may be required against the QTS standards and identification of whether there are any outstanding training needs.

9.2 Any applicant who has worked or lived abroad for more than 3 months in the past 5 years will be subject to further suitability checks, which may include police checks from the relevant country / countries.

### Safeguarding Measures

- Overseas Staff will undergo all the same recruitment checks as for other staff. This will include a check against the Barred List and in addition an Enhanced DBS check
- Where possible, the HR Department will try to obtain a certificate of good conduct and any other references from potential overseas employers
- Overseas staff from non-EEA countries will undergo the same recruitment checks as with other staff, but may also include NARIC (National Recognition Information Centre) and Border Agency checks by the Human Resources Department
- Any documents used as part of the confirmation of identification and DBS process will be officially translated if required

## 10. The Selection Panel

10.1 All interviews will be conducted by a panel of no less than 2 people who may include the CEO, Director of Education and/or delegated deputy, Adult Services Manager, Head of HR and the line manager for the post. Additionally, there may be representation from one independent person who could be an independent Governor or a representative from the Trust's advisory panel. The primary purpose of the independent representative is to ensure all proper procedures have been carried out by Jigsaw.

- 10.2 Interviews may be conducted off site if a suitable private room is not available for the period set aside for interviews.
- 10.3 As such, wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment, selection and interviewing.
- 10.4 Where a candidate is known personally to a member of the selection panel it should be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

#### **Safeguarding Measures**

- At least one member of the panel must have completed safer recruitment training

## **11. Short-listing**

- 11.1 Prior to short-listing, the equality monitoring forms will be removed from the applications. If an applicant has requested reasonable adjustments to a part of the short-listing process to accommodate a disability, then this will be notified to the chair of the selection panel.
- 11.2 The short-listing process for interview will determine those applicants who best meet the criteria for the post as outlined in the person specification. Decision making will be based solely on the information available on the application forms.
- 11.3 Where short-listed applicants have declared that they do have unspent convictions, cautions, warnings, bindovers or have proceedings pending, and/or have had any sanctions imposed by the Teaching Agency (or GTC) then this will be followed up at interview as necessary. In certain cases, it may be necessary to have a discussion with the applicant prior to the interview.
- 11.4 If a disabled applicant meets the minimum criteria for the person specification, then he/she will be short-listed. Advice will also be sought about what reasonable adjustments may be required to enable the disabled applicant to take up the post.
- 11.5 The Human Resources Department will hold all applications for a minimum retention period of 6 months for records relating to advertising of vacancies, job application, shortlisting, interview notes and the assessment process.

#### **Safeguarding Measures**

- Incomplete applications will be rejected and may, at the discretion of the selection panel, be returned to the candidate for completion. However the application will be subject to the advertised deadline
- Notes will be made of any anomalies, discrepancies or gaps in employment so that these can be considered as part of the short-listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching will also be noted for exploration and verification

## 12. References

- 12.1 References will be requested for all short-listed candidates prior to interview, unless otherwise indicated on the application form. Jigsaw will comply with the requirements of the Equalities Act 2010 by not asking questions about a candidate's health or disability as part of these references prior to a job offer being made (this includes information relating to levels of sickness absence). It will be for the selection panel to determine whether the referees given by applicants are suitable and appropriate. Care will be taken in determining whether a referee given by an applicant is suitable. Any applicants currently working in a school environment should give the Headteacher/Principal of that school/college as one referee. References from family members or friends will not be acceptable.
- 12.2 All references subsequently received will be held by the chair of the interview panel who will explore any areas of concern at interview. Once a preferred candidate has been chosen following the interview process, the rest of the interview panel will be given access to the references of that person only, in order to confirm their decision.

## 13. Social Media Checks

- 13.1 Jigsaw is committed to attracting, finding and hiring the best qualified candidates for its job openings. To achieve this goal, we have outlined our procedures using social media in recruitment as an enhancement to traditional recruitment methods.
- 13.2 Social media recruitment will be done in conjunction with (not in lieu of) traditional recruitment methods. No employee or manager will be encouraged nor permitted to add a candidate as an online contact in order to investigate the candidate's background. No one is permitted to request passwords from candidates to view their social media pages; No one is permitted to access public social media pages of candidates for purposes of checking background information. Any such checks will be done by HR only after candidates have been screened in person. Any pertinent information acquired by HR in these checks will be printed and documented as part of the candidate's file.

### Safeguarding Measures

- References will be sought and obtained directly from the referee. Open references or testimonials provided by the applicant will not be accepted
- References will seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children
- All references will be vetted according to current DfE guidance
- Issues of concern will be raised further with the referee and taken up with the candidate during the interview

- Where, in exceptional situations, references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment

## 14. Other checks prior to interview

- 14.1 Where a candidate is claiming specific qualifications or previous experience that is relevant to the job but is not verified by reference checks, these will be verified before interview so that any discrepancy can be explored at interview.

## 15. The interview

- 15.1 Prior to the interview and selection process candidates will be given any relevant information, e.g. details of any selection methods that will be used.
- 15.2 Whilst an interview is always likely to be used as the primary feature of the selection process, the selection panel will consider whether any additional selection methods are required to supplement the interview. These may include presentations, teaching observation, interaction with pupils, in-tray exercises, and psychometric, verbal or numerical tests, according to the requirements of the role. Any psychometric tests used will have been validated in relation to the job, be free of bias, and be administered and validated only by a suitably trained person.
- 15.3 Whichever methods are chosen, the panel will use these to assess the merits of each candidate against the person specification and explore their suitability to work with children and young people. The selection panel will ensure that all candidates are asked the same main questions at interview based on the list of essential criteria for the post, although supplementary questions may differ according to the candidates' answers and backgrounds.
- 15.4 Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.
- 15.5 In some cases, applicants may make telephone contact and request a visit either:
- a) prior to completion of application
  - b) in anticipation of short listing, or
  - c) after short listing.
- 15.6 The answer to such requests, to ensure security and confidentiality for pupils and clients, and equality of opportunity for all potential applicants, must be as follows:
- for a) and b) above            Normally NO unless the CEO in their discretion decide there are exceptional circumstances meriting such a visit
- for c) above                    Only as part of any pre-arranged supervised group visit available to all short listed candidates

- Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an enhanced DBS disclosure. Candidates will be requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate
- Candidates will be instructed to bring with them to interview any relevant documentation that will confirm educational and professional qualifications. Copies of all documents will be kept on file for successful candidates
- In addition to assessing the candidate's suitability for the post, the panel will assess the candidate's attitude toward children, young people and vulnerable groups and his/her ability to support the Jigsaw's safeguarding agenda and promote the welfare of children, young people and vulnerable groups. Gaps in employment history and concerns or discrepancies in the application form and references will also be explored

## **16. Job Offers to Successful Candidates**

- 16.1 Successful candidates will normally be offered the post verbally, followed by an offer letter as soon as possible afterwards. A written offer of appointment will include any terms upon which the offer is made conditionally. Job applicants may be asked to complete a generic health questionnaire as part of the application procedure in line with both the Education (Independent School Standards) (England) (Amendment) Regulations 2012, and Section 60 of the Equality Act. Jigsaw may decide to ask necessary health questions after job offer in any case; we will ensure that any health-related questions are targeted, necessary and relevant to the job applied for. At offer stage, should an applicant have worked or lived abroad for more than 3 months in the past 5 years, further suitability checks will be made.

## **17. Conditions of Appointment**

- 17.1 Any offer of employment will be conditional upon:
- The receipt of at least two satisfactory references, if not already received
  - Verification of the candidate's identity, if not verified following interview
  - A satisfactory enhanced DBS Check (including a check of the Children's or Young People's Barred List)
  - Verification of the candidate's medical fitness to undertake the role
  - Verification of the candidate's right to work in the UK (including a photocopy of the original evidence provided)
  - Verification of the applicant's qualifications, if not verified following interview
- 17.2 Where it is a requirement of the post the offer will also be conditional upon:
- Verification of professional status, e.g. QTS/QTLS status, successful completion of statutory induction etc;
  - A completed declaration form to confirm the appointee is not restricted in the work they may perform under childcare disqualification regulations;
  - Satisfactory completion of a probationary period.

- 17.3 If any circumstances come to light during the vetting process these facts will be reported to the Disclosure and Barring Service (DBS) and/or the police, as appropriate.

#### **Safeguarding Measures**

- The Single Central List will be maintained and updated accordingly. The Director of Education will review and monitor by 'spot checking' on a termly basis. Signed verification showing signature and date will be kept with documentation reviewed in a secure storage system in HR.

## **18. Appointment and Promotion of Existing Staff**

- 18.1 Jigsaw values the contribution of all staff and seeks to retain key skills. Jigsaw will support as far as possible the continued professional development of all staff as they seek promotion to new opportunities both within the organisation and elsewhere. All members of staff are therefore encouraged to consider their suitability for any vacancy within Jigsaw. Where a member of staff applies for a vacant post they will be given equal consideration alongside external candidates, based on the essential criteria for the post. Internal candidates will be expected to undergo the same selection method as external candidates.

## **19. Use of Fixed Term and Temporary Contracts**

- 19.1 Where posts are of a short-term nature, this will be clearly specified in the job description and on any advertising literature. Posts will only be advertised on a temporary or fixed-term basis for genuine temporary reasons. Most temporary or fixed-term contracts will come to a natural end. Where, however, a fixed duration contract expires and the need for the post remains for a further definite period, then the post holder will usually be given an extension to their fixed period contract.
- 19.2 Where the need for a temporary or fixed-term post becomes a permanent one, there will be no automatic entitlement for the temporary post holder to be offered the permanent contract. It will be for the CEO and Head of HR to consider the most appropriate recruitment process in the circumstances. This could include, for example, consideration of the original reason for the post initially being temporary, any subsequent changes to the needs of the organisation and the original recruitment process that was undertaken.

## **20. Use of casual workers (BANK staff)**

20.1 Jigsaw has a pool of casual workers, also known as BANK staff, who work at times mutually agreeable to the individual worker and to Jigsaw. Jigsaw will adopt, with appropriate adjustment, similar recruitment measures for BANK staff as for employees.

#### **Safeguarding Measures**

- Where a casual worker has not worked for Jigsaw for 12 weeks or more, a new enhanced DBS with barred list check will be undertaken prior to the commencement of a further period of work. Where an individual is registered with the update service, a DBS check will be made through this route.

- Where a casual worker has lived or worked abroad for more than 3 months in the past 5 years, police checks will be sought from the relevant country / countries of residence occupied since the last period of employment with Jigsaw.
- Where possible, the HR Department will try to obtain a certificate of good conduct and any other references from overseas employers
- Any documents used as part of the confirmation of identification and DBS process will be officially translated if required
- Casual workers will be required to complete a full application form when first commencing work with Jigsaw and, at that point, 2 references will be taken. No further updates to application or references will be sought whilst a casual worker remains on the Jigsaw bank list.
- If a casual worker is removed from the list and then subsequently applies to re-join, a new application form and references will be taken.

## **21. Use of Supply Staff, Volunteers and Contractors**

- 21.1 The Jigsaw workforce is made up of a rich variety of professional and highly skilled and committed people, not all of whom are paid employees. Jigsaw values the diversity that this brings to its community as it strives to provide a safe environment for teaching and learning. To ensure the continued high standards of contributions, we will:
- Use, as our preferred sources of supply staff, agencies that operate to high quality standards, particularly in terms of recruitment checks and legislative compliance;
  - With appropriate adjustment, adopt similar recruitment measures for contractors as for employees and for volunteers as for paid staff.

## **22. Employment of Migrant Workers**

- 22.1 Jigsaw will not employ, as a member of staff, any individual who cannot demonstrate that he/she has the right to work in the UK, regardless of the individual's colour or apparent race, nationality or ethnic origins. Any employee who has a restricted right to work in the UK will be required to provide ongoing evidence of that right during employment.
- 22.2 Jigsaw is not currently licensed to sponsor migrant workers who require visa sponsorship in order to work in the UK under Home Office rules.

## **23. Monitoring**

- 23.1 Mindful of its commitment to best practice in recruitment and its obligations under the Equalities Act 2010 and DfE safer recruitment guidance, the Trustees and Governing Body will ensure regular monitoring of all recruitment activity. This will be undertaken with a view to improving future recruitment practices and thereby achieving the aims of this policy.

## **24. Data Protection**

- 24.1 Records relating to recruitment and selection activities will remain confidential and accessible only to those who require information either as part of the recruitment decision-making process or for the administration of the process (including monitoring activities for the purposes of this policy or equality policies). Records relating to successful candidates will be placed in personnel files. Records for unsuccessful candidates will be retained in a

secure place for a period of six months, after which time they will be destroyed through confidential waste disposal. Please refer to the HR Data Retention Policy for further details.

## **25. Policy Review**

- 25.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 25.2 This policy was last reviewed in April 2019.

