

# SAFE RECRUITMENT POLICY

**Policy Owner:** Emma Chilton

**Date Adopted:** 2006

**Job Title:** Director of People

**Status:** Non-contractual

**Authorised By:** Kate Grant

**Last Reviewed:** November 2024

**Job Title:** CEO

**Ratified:** November 2024

**Reviewed by:** Emma Chilton

**Next Review date:** November 2025

**Job Title:** Director of People

**Version:** 2.2

## TABLE OF CONTENTS

|  |    |
|--|----|
| 1. Purpose .....   | 3  |
| 2. Definitions .....                                     | 3  |
| 3. Scope.....  | 3  |
| 4. The Policy .....                                      | 3  |
| 5. Responsibilities.....                                 | 4  |
| 6. The Planning Process.....                             | 4  |
| 7. Advertising .....                                     | 5  |
| 8. The Application Process .....                         | 5  |
| 9. Staff from overseas .....                             | 6  |
| 10. Multiple relationships .....                         | 6  |
| 11. The Selection Panel.....                             | 7  |
| 12. Short-listing .....                                  | 7  |
| 13. References.....                                      | 8  |
| 14. Criminal Record Disclosures .....                    | 9  |
| 15. Online Searches .....                                | 9  |
| 16. The Assessment Process.....                          | 10 |
| 17. Job Offers to Successful Candidates.....             | 11 |
| 18. Conditions of Appointment .....                      | 11 |
| 19. Prohibition Checks .....                             | 12 |
| 20. Appointment and Promotion of Existing Staff.....     | 12 |
| 21. Use of Fixed Term and Temporary Contracts .....      | 13 |
| 22. Use of casual workers (BANK staff).....              | 13 |
| 23. Use of Supply Staff, Volunteers and Contractors..... | 14 |
| 24. Temporary/Supply Staff Arrangements and Checks ..... | 14 |
| 25. Volunteer Appointments and Checks.....               | 14 |
| 26. Employment of Migrant Workers .....                  | 15 |
| 27. Monitoring .....                                     | 15 |
| 28. Data Protection.....                                 | 15 |
| 29. Policy Review.....                                   | 15 |
| 30. Version History .....                                | 16 |
| 31. Related Legislation & Guidance .....                 | 17 |
| 32. Related Internal Documentation .....                 | 17 |

## **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 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 children, young people and vulnerable groups. 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', 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 education and care establishments 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 fairly and without unlawful discrimination in relation to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation. 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 Jigsaw
  - 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 'Jigsaw' 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. The Director of People/Hiring Manager 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 Director of People 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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

- 6.5 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 job advert.
- 6.6 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.

## **7. Advertising**

- 7.1 Roles advertised externally are posted on <https://jigsawtrust.co.uk/current-vacancies/> and on appropriate internet jobs sites, social media, professional publications, and/or in the local press. Roles advertised internally are posted on MyJigsaw and announced via email.
- 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 Director of People, who will ensure that where possible a reasonable introductory fee has been negotiated and authorised.
- 7.6 Reference will also be made to the requirement for the successful applicant to undertake an enhanced-level check with a children's and/or adults barred list check (where applicable) via the Disclosure & Barring Service (DBS).

## **8. The Application Process**

- 8.1 For all posts, application documents can be downloaded from the careers website <https://jigsawtrust.co.uk/current-vacancies/> or on request, be made available electronically or in hard copy, to interested parties.
- 8.2 These documents will generally consist of:

- a job description (including person specification)
- an application form, including an equality monitoring form
- a copy of Jigsaw's 'Equal Opportunities in Employment' policy
- a copy of the Jigsaw's 'Child Protection' and/or 'Safeguarding Adults' policies
- a job advert (including a statement of terms and conditions relating to the post (hours, salary) and 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 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 (where applicable) educational and employment history, declarations of relationships to existing employees, trustees and governors, details of referees and a statement of personal qualities and experience.

8.5 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. Where a CV is accepted in the first instance an application form is mandated before any start date is confirmed and any offer made is subject to full and satisfactory completion of an application form.

## **9. Staff from overseas**

9.1 Overseas Staff will undergo all the same recruitment checks as for other staff.

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 and/or a certificate of good conduct from the relevant country / countries. Any police checks and/or certificates of good conduct and references will be officially translated if required.

9.3 Where possible, additional references may be sought from overseas employers.

## **10. Multiple relationships**

10.1 Following the Professional and Ethical Compliance Code for Behaviour Analysts, it is the policy of Jigsaw that prospective employees who are a parent, relative, legal representative or guardian of a pupil at Jigsaw School or an adult learner at JigsawPlus will not be employed to work within the same function of Jigsaw as the pupil or adult learner.

10.2 This is to prevent any conflict of interest arising from the multiple relationship, in which a behaviour analyst is in both a behaviour-analytic role and a non-behaviour-analytic role simultaneously with a pupil or adult learner and in which the potential employee is also a client of Jigsaw School or JigsawPlus, as s/he is a recipient of services provided by one or other of these organisations.

- 10.3 Where multiple relationships already exist or if, for example, a child of a member of Jigsaw School / JigsawPlus staff is subsequently placed at the school or JigsawPlus, we would mitigate the risks on a case-by-case basis. However, where no multiple relationship currently exists and one can be prevented by not employing a parent, relative, legal representative or guardian of a pupil at Jigsaw School or an adult learner at JigsawPlus, this is the approach Jigsaw will take.
- 10.4 This does not prevent employment of a parent, relative, legal representative or guardian of a pupil at Jigsaw School or an adult learner at JigsawPlus in alternative areas of Jigsaw.

## **11. The Selection Panel**

- 11.1 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, Support Services Director and/or delegated deputy, Director of People and/or delegated deputy, a member of the HR Team and the line manager for the post. Additionally, there may be representation from an independent person who could be an independent Governor or a Trustee.
- 11.2 Interviews may be conducted off site if a suitable private room is not available for the period set aside for interviews.
- 11.3 As such, wherever possible, all panel members will have been trained in and/or have relevant experience of recruitment, selection and interviewing. At least one panel member will be safe recruitment trained.
- 11.4 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.

## **12. Short-listing**

- 12.1 Any anomalies, discrepancies or gaps in employment or other areas of a candidates' application would usually be addressed in advance of shortlisting and an updated/complete application form would need to be returned within the advertised deadline to be considered for shortlisting.
- 12.2 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.
- 12.3 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.
- 12.4 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.

- 12.5 All short-listed applicants will be notified that any relevant issues arising from references will be taken up at interview.
- 12.6 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.
- 12.7 The Human Resources Department will hold all applications for a maximum retention period of 12 months for records relating to advertising of vacancies, job application, shortlisting, interview notes and the assessment process. For those that become employed, all documentation regarding their appointment will be stored with their personal employee file and retained for the duration of their employment in line with Jigsaw's Data Retention Policy.

### **13. References**

- 13.1 References will be sought and obtained directly from the referee. Open references or testimonials provided by the applicant will not be accepted.
- 13.2 References are obtained from employers where applicants have been working with children or vulnerable adults where possible. Any applicants currently working in a school environment should give the Headteacher/Principal of that school/college as one referee. References will always be requested via work/professional email addresses related to the company for which the employment is with where possible. References from family members or friends will not be acceptable.
- 13.3 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 and/or vulnerable adults, where possible.
- 13.4 Where possible, references are obtained in advance of interview. All offers are conditional upon the receipt of satisfactory references. 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.
- 13.5 In the event that references are taken up prior to interview, issues of concern will be raised further with the referee and taken up with the candidate during the interview. Where references are not received prior to the interview, any concerns will be resolved satisfactorily prior to any unconditional offer of employment.
- 13.6 When asked to provide references for former staff, Jigsaw will ensure the information confirms whether we are satisfied with the applicant's suitability to work with children and provide the facts (not opinions) of any substantiated safeguarding concerns/allegations that meet the harm threshold. This will not include information about concerns/allegations which are unsubstantiated, unfounded, false, or malicious.



## **14. Criminal Record Disclosures**

- 14.1 Jigsaw recognises the contribution that former ex-offenders can make as employees and volunteers and welcomes applications from them. A person's criminal record will not, in itself, prevent that person from being appointed to a post. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying.
- 14.2 Shortlisted applicants are required to complete a criminal record declaration prior to interview. Applicants are required to declare any relevant convictions, adult cautions or other matters which may affect their suitability to work with children and/or vulnerable adults which are not protected by the Rehabilitation of Offenders Act 1974 (exceptions order 1975) updated in 2013 and 2020.
- 14.3 Any disclosed information which is not protected must be taken into consideration when determining the applicant's suitability for a role.
- 14.4 Criminal record declarations which contain disclosed unprotected information will be discussed with the applicant at interview stage to gather further information. All interview panel members are to be present during these discussions so that all have access to the same information when determining an applicants' suitability for a role.
- 14.5 If an applicant is still deemed to be suitable for a role despite their criminal background, then once appointed an enhanced DBS check with a children's and/or adults barred list check (where applicable) will be requested. A risk assessment will be completed once the DBS has been received to ensure that the information the applicant has disclosed matches records disclosed on the DBS certificate and will evidence that the disclosures do not have any bearing on the individual's suitability for the role.
- 14.6 Confirmation within any role is subject to a satisfactory DBS check.
- 14.7 DBS certificates for all successful applicants whose certificate discloses information may be retained on individual files for the duration of employment, and for a period of time thereafter, should records need to be referred to, to ensure staff's suitability.

## **15. Online Searches**

- 15.1 Once shortlisting has concluded and the successful applicant(s) have been invited to interview, an online search will be completed on all applicant(s) to help identify any incidents or issues that have happened and are publicly available online.
- 15.2 The check will be completed through a general web browser search and, for senior roles where available through a check of a LinkedIn profile, to check employment history and dates.
- 15.3 If information is found which questions the applicant's suitability for role, dependant on the seriousness and relevance of the findings, the applicants invite to interview may be withdrawn or the matter may be investigated further with the applicant at interview stage. In some circumstances the matter may be referred to the LADO or police for advice.

## 16. The Assessment Process

- 16.1 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.
- 16.2 Invitations for interview will stress that the successful candidate will be subject to thorough identity checks and an enhanced DBS disclosure with a children's and/or adults barred list check (where applicable). Candidates will be requested to bring with them documentation to verify their ID – both a photo ID (i.e. passport or driving licence) and a birth certificate where available and other relevant information (i.e. marriage certificate or deed poll certificate as appropriate).
- 16.3 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.
- 16.4 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.
- 16.5 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/learners, practical 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.
- 16.6 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.
- 16.7 Particular care needs will be taken to ensure that no questions or selection methods could be viewed as discriminatory.
- 16.8 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
- 16.9 The answer to such requests, to ensure security and confidentiality for pupils and learners, 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

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

17.1 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.

## **18. Conditions of Appointment**

18.1 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 and/or adult's barred list, where appropriate)
- 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
- Receipt of police checks where an individual has lived or worked abroad for 3 months or more within the last 5 years, including an official translation where required
- Satisfactory completion of a probationary period

18.2 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 criminal record declaration form that includes confirmation the appointee is not restricted in the work they may perform under childcare disqualification regulations
- Satisfactory prohibition checks via the Teaching Regulations Agency (TRA)

18.3 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.

18.4 Candidates that are introduced to Jigsaw via a recruitment agency and are made a conditional offer for a permanent role, will have the same checks as detailed in 17.1 and

17.2 which are completed directly by Jigsaw, regardless of whether the agency has already completed these checks themselves.

- 18.5 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.

## **19. Prohibition Checks**

- 19.1 The Teaching Regulations Agency (TRA) states that 'you can use this search to conduct teacher status checks on those individuals you are considering employing in a teaching capacity'. Staff who meet criteria are checked against the following lists: 'teachers and others prohibited from the profession, teachers sanctioned in other EEA member states (up to January 2021) and GTCE sanctions. These lists available on the TRA are checked for all pupil facing school staff. These roles are applicable for these checks as their position includes 'teaching work' as defined by KCSIE - The Teachers' Disciplinary (England) Regulations 2012 define teaching work as: planning and preparing lessons and courses for pupils; delivering lessons to pupils; assessing the development, progress and attainment of pupils; and reporting on the development, progress and attainment of pupils. These activities are not teaching work for the purposes of these Regulations if the person carrying out the activity does so (other than for the purposes of induction) subject to the direction and supervision of a qualified teacher or other person nominated by the head teacher to provide such direction and supervision.
- 19.2 Management staff and those of senior positions across Jigsaw are checked against the section 128 list on the Teaching Regulations Agency (TRA) website once appointed. Staff who are already employed by Jigsaw but who move into a management position would also have a section 128 check completed upon their move.
- 19.3 Overseas staff and those who have taught in an EEA country, are checked against the 'Teachers sanctioned in other EEA member states' on the Teaching Regulations Agency (TRA) website once appointed. Staff whose positions meet criteria to be checked against the lists available on the TRA, as stated in 18.1, and were appointed prior to 1<sup>st</sup> January 2021 have been checked against this list, however this list is no longer maintained or available by the TRA since this date and therefore is not checked for staff appointed after 1<sup>st</sup> January 2021. Refer to section 9 for details of other checks that are completed for overseas staff.
- 19.4 All prohibition checks are recorded on the Single Central Register. Confirmation in post is subject to all checks completed on the TRA being satisfactory.

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

- 20.1 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.

- 20.2 When an existing member of staff is promoted, moves into a management role, moves into a role which is significantly different or moves from a post that was not regulated activity into work which is considered to be regulated activity, a new DBS check (with Child Barred List or Adult Barred List check if appropriate) will be undertaken.
- 20.3 If there is a concern about the suitability of an existing staff member working with children or vulnerable adults, Jigsaw reserves the right to carry out all relevant checks as if the person were a new staff member, as required under the statutory guidance 'Keeping Children Safe in Education'.

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

- 21.1 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.
- 21.2 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 Director of People 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.

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

- 22.1 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.
- 22.2 Where a casual worker has not worked for Jigsaw for 12 weeks or more, a new enhanced DBS with a children's and/or adults barred list check (where applicable) 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.
- 22.3 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. Any police checks or references will be officially translated if required
- 22.4 Where possible, the HR Department will try to obtain additional references from overseas employers
- 22.5 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.

- 22.6 If a casual worker is removed from the list and then subsequently applies to re-join, a new application form and references may be taken, dependant on the duration of the gap in employment

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

- 23.1 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

## **24. Temporary/Supply Staff Arrangements and Checks**

- 24.1 Jigsaw engages with temporary/supply staff when additional resource is required to support a business area. Jigsaw endeavours to consider its current permanent resource and how this may be utilised reasonably before seeking temporary support.

- 24.2 If Jigsaw engages with a temporary worker via an agency, then the agency is responsible for completing the following checks on the worker on behalf of Jigsaw unless agreed otherwise:

- An enhanced DBS Disclosure with children's and/or adult's barred list check (where appropriate)
- The individual has the right to work in the UK
- Professional Qualifications have been verified
- Two employment/academic references have been obtained
- Police checks have been obtained where the individual has lived/worked abroad for 3 months or more within the last 5 years
- Satisfactory online check

- 24.3 Jigsaw must receive a signed document from the agency evidencing that the above checks have been completed before the temporary worker can commence their assignment.

## **25. Volunteer Appointments and Checks**

- 25.1 Jigsaw appreciates the valued contribution that volunteers have in delivering our service and achieving our aims. All volunteers are expected to share the same commitment as paid employees when promoting the welfare of children, young people and vulnerable adults.



- 25.2 All volunteers are required to complete an application form in full, detailing their motivation to volunteer with children and vulnerable adults, declarations of relationships to existing employees, trustees and governors and details of referees.
- 25.3 Once a volunteer has agreed to support Jigsaw, an enhanced DBS with children's and/or adults barred list check where appropriate, and references will be sought.
- 25.4 Character references are accepted for volunteers provided they are satisfactory and are completed by a professional person.
- 25.5 A risk assessment is completed for all volunteers to determine whether their role is in regulated activity and therefore what DBS check is most appropriate. Risk assessments will be completed on a routine basis and thereafter renewed annually.

## **26. Employment of Migrant Workers**

- 26.1 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.

## **27. Monitoring**

- 27.1 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.

## **28. Data Protection**

- 28.1 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 maximum period of twelve months, after which time they will be destroyed through confidential waste disposal. Please refer to Jigsaw's Data Retention Policy for further details.

## **29. Policy Review**

- 29.1 This policy will be updated as necessary to reflect best practice and to ensure compliance with any changes or amendments to relevant legislation.
- 29.2 This policy was last reviewed in November 2024.

## 30. Version History

| No. | Date         | Amendment   |
|-----|--------------|---|
| 1.1 |              | Reformatted to new style  |
| 1.2 | April 2019   | small changes made. There is also a new section added to make the policy / process for recruiting casual workers (Bank staff) clearer.  |
| 1.3 | June 2019    | additional paragraphs at 18.2 and 18.3. These are clarification to the existing policy.   |
| 1.4 | July 2019    | 14.2 added: We may use WWW searches to perform due diligence on candidates in the course of recruitment. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.  |
| 1.5 | January 2020 | Section added on Multiple Relationships   |
| 1.6 | April 2021   | Generalising terms so policy applies to whole Trust and not just one business function<br>Updating Head of HR reference to Director of People<br>7.1: Updated procedure for internal advertisement since intranet is no longer operational.<br>Removed section on Social Media Checks as these are no longer completed for new appointees.<br>14: New section added about Criminal Record Disclosures further to the change in legislation in November 2020 – disclosures are requested after shortlisting.<br>18. New section added to explain prohibition checks that are completed on the TRA for new and current staff<br>23. New section added to explain vetting checks for temporary/supply staff<br>24. New section added to explain vetting checks for volunteers and the implementation of risk assessments and annual renewals of these. |
| 1.7 | June 2021    | Amendments at 14.7 relating to retention of DBS Certificates  |
| 1.8 | April 2022   | 8.4 – Update to application form requirements to allow flexibility of when this is obtained in the recruitment process, in exceptional circumstances<br>17.4 – New section to confirm compliance checks completed for permanent agency candidates<br>18.1 – Clarification on which school staff meet criteria to be checked against the lists on the TRA (those who carry out ‘teaching work’ as defined in KCSiE).   |
| 1.9 | Nov 2022     | Insertion at point 15 ‘Online Searches’ to improve our practices in line with KCSiE Sept 22   |
| 2.1 | Aug 2023     | 1,2 & 6.4 - Updated definition to align clearly to 9 protected characteristics under Equality Act 2010<br>7.5 – Removed repetition in Safeguarding Measures<br>9.1 – Removed<br>12.5 – Updated<br>26.2 – Updated to reflect Jigsaw now sponsors migrant workers under the Health & Social Care Visa Scheme<br>Safeguarding measures ‘boxes’ removed and information incorporated into body of policy  |
| 2.2 | Nov 2024     | Eligibility criteria for staff to be checked against prohibition from teaching lists on TRA is updated. Other minor changes to support with clarity.  |
|     |              |   |
|     |              |   |
|     |              |   |
|     |              |   |



## 31. Related Legislation & Guidance

| Document  | Location  |
|---|---|
| Keeping Children Safe in Education – Statutory Guidance | <a href="https://www.gov.uk/government/publications/keeping-children-safe-in-education">https://www.gov.uk/government/publications/keeping-children-safe-in-education</a> |
| CIPD Recruitment Fact Sheet – an overview               | <a href="http://www.cipd.co.uk/hr-resources/factsheets/recruitment-overview.aspx">http://www.cipd.co.uk/hr-resources/factsheets/recruitment-overview.aspx</a>             |
| ACAS Recruitment Guidance                               | <a href="http://www.acas.org.uk/media/pdf/3/0/Starting-staff-induction.pdf">http://www.acas.org.uk/media/pdf/3/0/Starting-staff-induction.pdf</a>                         |
| Safeguarding Vulnerable Groups Act 2006                 | <a href="http://www.legislation.gov.uk/ukpga/2006/47/contents">http://www.legislation.gov.uk/ukpga/2006/47/contents</a>   |

## 32. Related Internal Documentation

| Document | Electronic Copy Location       |
|----------|--------------------------------|
|          | Common / MyJigsaw / Policies / |
|          |                                |
|          |                                |