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**Focus 1st Academy**

**Safer Recruitment &**

**Recruitment Policy**

**Welcome to Focus 1st Academy!**

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

Working in Partnership with North London Schools & Local Authorities since 2000

Accredited Independent School Status 2014 (DFE REG NO. 308/6003)

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Focus Inception

*Focus 1st Academy was set up in the year 2000 using European Social Fund to provide education and training and to-date has defied all the odds and was awarded the Independent School status in August 2014. This enables us to work in partnership with schools and local authorities to provide an alternative method of education for 14 to 16 year olds. Our student referrals are some of the most vulnerable young people and it is our duty to ensure that they are equipped with the appropriate skills and qualifications to ensure full participation within the modern workplace. Our team of professionals consisting of tutors, tutor assistance, pastoral support staff and mentors to nurture the students ensuring our work-based-learning approach alongside a variety of techniques are utilised and compatible to ensure the prevention of social and economic exclusion prior to adulthood which is underpinned through the subjects delivered whilst in classroom environment as well as on an individual basis.*

Focus Ethos

*Our programme fulfils the need of students who are disengaged from academic studies and may be exhibiting behavioural problems as a result. Our hands-on approach to learning creates an inspirational motivation for students wishing to pursue a career via the vocational route. The students are taught methods on how to improve their social skills in preparation for work/apprenticeship schemes and/or further education by learning in real-life situations and participating in sports, art and drama to express emotions. We believe that all individuals have a certain quality, which is sometimes concealed due to lack of confidence, mixed sentiments or disabilities. As such, recognising and coming to terms with barriers is a small part of the conflict, we are certain that all individuals are aware of their own weaknesses; the most vital part is engaging with professionals and adhere to individual training plans set which in turn prepares our students for economic and social integration into adulthood.*

Safer Recruitment and Recruitment & Selection Policy Statement:

Policy Statement:

It is the declared aim of Focus 1st Academy to ensure that safeguarding all our student is our main priority when selecting new members of staff.

Focus 1st Academy’s safer recruitment process

* Inform candidates of your commitment to safeguarding those in your care.
* Carefully plan the recruitment process and timeline. This will ensure that we have enough time to thoroughly vet each candidate.
* Outline vetting procedures that applicants will have to undergo prior to an appointment**.**
* Carry out pre-employment checks. This includes DBS checks, qualification checks, reference (this must be completed by the line or senior manager) checks and identity checks.
* Ensure staff members are appropriately trained for their duties**.** Before you start recruiting, you should have both a recruitment policy and a safer recruitment policy in place. Doing so will outline your commitment to fair and focused hiring practices and safeguarding those in your care.

Safer Recruitment Policy

## Policy statement.

It is the declared aim of Focus 1st Academy to ensure that safeguarding all our student is our main priority when selecting new members of staff.

## The aims and objectives of your policy.

Both students and staff have the right to live harm free. Therefore, one of our most important responsibilities is to ensure that unsuitable individuals *are not*allowed to work in our establishment and therefore, this is the role of safer recruitment. In the same breath, we will ensure all applicants are treated fairly, consistently and in compliance with all relevant legislation.

## Job Description and Recruitment & Selection Procedures.

Details of job description (s) is appropriately publicised. The qualifications, experience and competences are outlined in the advertisement. The qualities of the applicants will be tested and assessed during the selection process. Applicants will be asked to bring documents confirming any educational and professional qualifications or certificates that are necessary or relevant to the post. If the candidate is successful, the interview will explore her/his ability to perform the duties of the post, simultaneously exploring safeguarding and promoting the welfare of our students, including:

* Motivation to work with students
* Ability to form and maintain appropriate relationships and personal boundaries with young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline
* If the applicant is short-listed, any relevant issues arising from his or her references will be taken up at interview. All interviews will be conducted by the Headteacher in tandem with at least one other senior member of staff.
* In this section you should outline the various steps of your recruitment process, including advertising, application forms, job descriptions, references, interviews, offer of recruitment and rejections. Explain the safer recruitment practices you will enforce in each stage of the recruitment process and the steps you will take to ensure the practices are adhered to.

## Information on pre-employment checks, such as DBS checks/Overseas checks.

* Anyone that has worked overseas in the last month or longer, we will require you to produce a formal overseas check documentation.
* We ask for written information about previous employment within our application form [usually in CV format]. We seek references form previous employment to underpin safer recruitment, this will need to come from a line or senior manager. This is then followed through with enhanced DBS & List 99 checks prior to commencing work in Focus 1st Academy. All information is placed on a single central register that is kept with the Headteacher, Marina Savva.
* Under no circumstances would a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. For staff in regulated activity who will regularly teach or look after children on an unsupervised basis or provide personal assistance/care on a one-off basis must obtain an enhanced DBS certificate with barred list check.
* Visitors should at no time be left unsupervised and must sign in upon arrival.
* Headteacher, Marina Savva always checks for the following listed,
* Enhanced DBS Check
* Barring List 99 Check
* Teacher Prohibition Check
* Application Form
* Medical Form
* 2 References
* That no member in household has been disqualified from working with children
* Read & Signed – Keeping Children Safe docs
* Document to spreadsheet [central register]
* Book on child protection course (if applicable)
* Appraisal
* Copies of the following
* Qualifications,
* Birth Certificate,
* Passport
* Utility Bill (s)

NB: The Headteacher Marina Savva and the head of curriculum Androulla Savva have both completed the Safer Recruitment course and/or will be on the panel regarding the interview process.

Details of your on-boarding process.

* The successful applicant will need to send his/her bank details for salaries to be paid into.
* We will send the successful applicant the staff handbook and welcome them to the team.
* They will be given an induction and training day on the first day of work
* We will setup a new email account for professional use only
* All of the above measures include volunteers and agency workers.

A final statement

* Our Safer recruitment policy is designed to deter unsuitable applicants from applying for roles within our school settings students. Our policy will be reviewed on an annual basis unless new legislation needs to be applied.

Safe Staff Recruitment

We have created a culture of safe recruitment of staff and volunteers and adopted recruitment procedures that help deter, reject or identify people who might abuse children. This part of policy is about managing cases of allegations that might indicate a person would pose a risk of harm, if they continue to work in regular or close contact with children in their present position. It should be used in respect of all cases, in which it is alleged that a teacher or member of staff (including volunteers) in Focus 1st Academy that provides education for children under our care,

* Behaved in a way that has harmed a child, or may have harmed a child;
* Possibly committed a criminal offence against or related to a child; or
* Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children.

This part of the guidance relates to members of staff who are currently working in any school or college regardless of whether the school or college is where the alleged abuse took place. Allegations against a teacher who is no longer teaching should be referred to the police. We have a duty of care towards our employees. We will ensure effective support is provided for anyone facing an allegation and provide the employee with a named contact if they are suspended. It is essential that any allegation of abuse made against a teacher or other member of staff or volunteer in Focus 1st Academy is dealt with very quickly, in a fair and consistent way that provides effective protection for the child and at the same time supports the person who is the subject of the allegation.

Procedures for dealing with allegations need to be applied with common sense and judgement. Many cases may well either not meet the criteria set out above, or may do so without warranting consideration of either a police investigation or enquiries by local authority children’s social care services. In these cases, local arrangements should be followed to resolve cases without delay. Some rare allegations will be so serious they require immediate intervention by children’s social care services and/or police. The Local Authority Designated Officer (LADO) will be informed of all allegations that come to Focus’s attention.

We will endeavour to make every effort to maintain confidentiality and guard against unwanted publicity while an allegation is being investigated or considered. We will act in accordance to the Education Act 2011 introduced reporting restrictions preventing the publication of any material that may lead to the identification of a teacher who has been accused by, or on behalf of, a pupil from the same school or college (where that identification would identify the teacher as the subject of the allegation).

The reporting restrictions apply until the point that the accused person is charged with an offence, or until the Secretary of State or the General Teaching Council for England publishes information about an investigation or decision in a disciplinary case arising from the allegation. The reporting restrictions also cease to apply if the individual to whom the restrictions apply effectively waives their right to anonymity by going public themselves or by giving their written consent for another to do so or if a judge lifts restrictions in response to a request to do so. The provision commenced on 1 October 2012.

Job Application Form

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**Focus 1st Academy**

**Job Application Form**

**Focus 1st Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment!**

**Please note** this is a self – explanatory form.

**THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE**

|  |
| --- |
| **About the Vacancy** |

|  |  |  |
| --- | --- | --- |
| Post Applied for: | Part time / Full Time  (please circle) | |
|  |  | |
| Date: |  |

|  |  |
| --- | --- |
| **Section 1** | **Personal Details** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title: | Mr |  | Mrs |  | Miss |  | Ms |  | Other |  | Please specify: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Surname: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Former Names: |  | Date of Birth: | / / |

Address/ If you have lived at this address for less than 5 years, please list all other addresses at which you have lived during this period:

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Postcode: |  | | | National Insurance Number: | |  | |
| Home Telephone Number: | | |  | | Mobile Number: | |  |
| E-mail Address: | |  | | | | | |

|  |  |
| --- | --- |
| **Section 2** | **Education / Training / Course history** |

Please list any courses you have completed and/or any professional development in which you have been involved in the past 3 years which you consider relevant to this post (e.g First Aid, Child protection etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full name and address of school/college** | **Dates attended:**  **To - From** | **Course Taken;** | **Awarding Body**  **(Certificate provided)** | **Grade/**  **Award** |
|  |  |  |  |  |
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Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| **Section 3** | **Teaching Qualifications** |

**Please note:** You will only need to fill up this section if you are applying for a teaching post. Please tick the right boxes.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a DfES reference number? | Yes |  | No |  |

|  |  |
| --- | --- |
| If Yes, please provide your reference number: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have a Qualified Teacher status (QTS)? | Yes |  | No |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Are you registered with the GTC for England? | Yes |  | No |  |

If you are successful, you will be required to provide relevant evidence of the above details prior to your interview.

|  |  |
| --- | --- |
| **Section 4** | **Employment History Starting with current** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name** | **Job Position** | **Responsibilities** | **From - To** | **Reason for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Please continue on a separate sheet if necessary

**Have you ever worked abroad?**

If so, please give details:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **Job Position** | **Responsibilities** | **From-To** | **Reason for Leaving** |

**Please answer the following questions by ticking the right boxes:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have any family or close relationship to existing Focus 1st Academy employees or employers? | Yes |  | No |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Do you have any family or close relationship to existing councillors or governors? | Yes |  | No |  |

|  |  |
| --- | --- |
| **Section 5** | **Professional References: One must be your current or most recent employer** |

**Please note:** If you are not currently working with children but have done it in the past it is important for one of these references to be from the employer by whom you were employed when working with children.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

|  |  |
| --- | --- |
| Name: | Name: |
| Company Name: | Company |
| Address: | Address: |
| Job Position: | Job Position: |
| E-mail: | E-mail: |
| Telephone Number: | Telephone |
| Relationship to Applicant: | Relationship to Applicant: |

|  |  |
| --- | --- |
| **Section 6.** | **Personal Statement: Please mention your qualities and experience that are relevant to this post and how you meet the person specification including Interests and Hobbies** |

|  |
| --- |
|  |

Please continue on a separate sheet if necessary

|  |  |
| --- | --- |
| **Section 7** | **Criminal Convictions** |

Focus 1st Academy is obliged by law to operate a checking procedure for employees who have access to children and young people.

Please confirm whether you have ever been the subject of any child protection concern either in your work or personal life, or been the subject of, or involved in, any disciplinary action in relation thereto, including any which is time expired.

Yes:  No:

If yes, please provide details: -

|  |
| --- |
|  |

By checking the box below, I hereby confirm that I am not disqualified from working with children and/or have

information held about me under section 142 Education Act 2002 (formerly known as inclusion on the DfE List

99):

In the event of a successful application an offer of employment may be made to you which is conditional upon

receipt of satisfactory Disclosure and Barring Service Checks (“DBS Checks”) (formerly CRB Check and ISA Check)

in relation to criminal and child protection matters. Please note that a conviction will not necessarily be a bar to

obtaining employment.

By checking the box below, you hereby consent to a DBS Check(s) being made to the Disclosure and Barring Service (“DBS”):

If you have previously applied for a Disclosure and Barring Service (DBS) please state the date of issue of your disclosure certificate.

|  |  |
| --- | --- |
| Date of Issue: | / / |

By signing this statement, you will also certify not being on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note:

Focus 1st Academy operates with volunteers; however, we firstly advertise the post internally rather than externally.

The employer will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired and whether the applicant has been the subject of any child protection concerns, and if so, the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

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.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Interview Form



**Candidates Name: ……………………………………………………………………………………………………………**

**Date of an interview: ……………………………………………………………………………………………………………**

**Interview panel: ……………………………………………………………………………………………………………**

**Position applying for: ……………………………………………………………………………………………………………**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Questions** | **Answer given** | **Score \*** |
| **1** | **Please can you tell us why you have applied for this post and what you have done to prepare for this interview?** |  | **/2** |
| **2** | **What skills and qualities do you think are important for this role?** |  | **/2** |
| **3** | **In your own words please can you briefly explain your understanding of a Safeguarding Concern? And what are the steps if there was a cause for concern?** |  | **/2** |
| **4** | **Tell us about a time when you went out of your way to ensure a child or colleague was treated with respect.** |  | **/2** |
| **5** | **Please can you give an example of where you helped to improve processes to increase the quality and efficiency in the workplace?** |  | **/2** |
| **6** | **Tell us about a time when you found it most difficult to remain positive at work and how you overcame this?** |  | **/2** |
| **7** | **Describe a situation where you have had to balance doing what’s important versus what’s urgent.** |  | **/2** |
| **8** | **What would you do if you were unable to complete the task at hand?** |  | **/2** |
| **9** | **How would you deal with last minute unexpected changes to your daily routine?** |  | **/2** |
| **10** | **Please can you explain the importance of working with challenging children and in the same class deal with needy and vulnerable students?** |  | **/2** |
| **11** | **How would you contribute to the quality of teaching and learning?** |  | **/2** |
| **12** | **How would you improve students’ experience?** |  | **/2** |
| **13** | **How you support the colleagues in achieving good practice?** |  | **/2** |
| **14** | **What would you want to have achieved by the end of your six months in post?** |  | **/2** |
| **15** | **Do you have any questions?** |  | **/2** |
|  | **TOTAL** | |  |

**Appointed: YES / NO**

**\*Please use the following scores: 0 – did not meet the criteria; 1 – met some of the criteria; 2 - met all of the criteria**

Part 2

Short Listing

Position Applied for………………………………………………………………………………………………………………

|  |  |  |
| --- | --- | --- |
| Name | Date interviewed | Panel |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Prepared: June 2014

Review due: June 2015

Reviewed June 2016

Revised October 2016

Last reviewed June 2016

Reviewed July 2018

Last reviewed June 2019

Last reviewed July 2020

Last reviewed July 2021

Last reviewed September 2021

Last revied June 2022