

Saturday Islamic School (SIS) is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work. The appointment of all staff will be made on merit and in accordance with the schools' policies that are relevant to the recruitment process.

The Governing Body will ensure that people are treated solely on the basis of their abilities and potential and ensure equality of opportunity for all. The school will comply with the requirements of Keeping Children Safe in Education with regard to DBS and other relevant pre-employment and post-employment checks.

Delegation of appointments & constitution of appointments panels

The appointment of staff must comprise of at least three members of the governing body. Every selection panel will have at least one member who has undertaken Safer Recruitment Training in the last five years. The day-to-day supply and the recruitment of mid-term cover are delegated to the headteacher who will ensure that they are provided with a short induction and made aware of the schools' child protection and safeguarding policy/procedures.

Advertising

All vacant posts will be advertised on the school's website to ensure equality of opportunity and encourage as wide a field of candidates as possible. Adverts may be placed on other sites as appropriate e.g. East London Mosque or the Association of Muslim Schools (AMS).

Information for applicants

All applicants for all vacant posts will be provided with:

1. A job description outlining the duties of the post and an indication of where the post fits into the organisational structure of the school. A person specification will also be provided.
2. An Application Form. CVs will not be accepted
3. An Information pack (where relevant)

The above will ensure that there is information about:

- reference to the Safeguarding and Child Protection policy
- DBS and other pre-employment requirements
- the closing date for the receipt of applications
- outline of terms of employment including remuneration

Short listing and reference requests

The selection panel will use an agreed short listing form. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the candidates to be called for an interview.

The selection panel will take up at least one reference on each short listed candidate, preferably before the interview except for those who are being employed for the first time.

Reference requests will ask the referee to confirm:

- the referee's relationship with the candidate;
- details of the applicant's current post and salary;
- performance history and conduct;
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- any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired;
- details of any substantiated allegations or concerns relating to the safety and welfare of children;
- whether the referee has any reservations as to the candidate's suitability to work with children. If so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children.

References are the 'property' of the selection panel and strict confidentiality will be observed. The selection panel will not accept references from. References will be verified and any discrepancies will be discussed with the candidate at interview. If the field of applicants is felt to be weak the post may be re-advertised.

Interviews

The format, style and duration of the interviews are matters for the Headteacher to decide in consultation with any governors involved in the process but the following will be adhered to:

Briefing

All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the suitability of the advertised job.

Selection tasks

All interviews will include selection tasks to assess the candidates' suitability for the applied post. For example, for a teaching post the candidates will be expected to teach a lesson.

The formal interview

Before the interviews the selection panel will agree on the interview format. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the job description and the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act 2010 will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues. The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The process will also include questions to verify the candidates' mental and physical fitness to carry out their work responsibilities as detailed in the job description.

The recruitment documentation will be retained for three months from the date of interview. Under the Data Protection Act 1998, applicants have the right to request access to notes written about them during the recruitment process. After 3 months all information about unsuccessful candidates will be securely destroyed.

Offer of employment by the selection panel

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties subject to verification of right to work in the UK, qualifications requirements, satisfactory DBS Enhanced Disclosure and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

Personnel file and single central record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of the employment with the school including:

- application form – signed by the applicant
- relevant notes – including explanation of any gaps in the employment history
- references – minimum of 1
- proof of identity
- proof of right to work in the UK
- proof of relevant academic qualifications
- evidence of medical clearance (where relevant)
- evidence of enhanced DBS clearance
- offer of employment letter and signed contract of self-employment

The school will maintain a Single Central Record of employment checks in accordance with Keeping Children Safe in Education.

Start of employment and induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken in accordance with the specific guidelines in Keeping Children Safe in Education¹.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy but in particular safeguarding and promoting the welfare of children.

¹ DfE, September 2018