



COMPASSION, ACCEPTANCE, RESPONSIBILITY, FORGIVENESS, TRUST

## **SAFER RECRUITMENT POLICY**

### **Introduction**

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

### **Statutory Requirements**

The statutory requirements for the appointment of all staff must be met.

### **Identification of Recruiters**

The school will ensure that at least one member of the interview panel have taken part in the statutory Safer Recruitment training. These are: Mrs Smith (Chair of Governors), Miss Grima (headteacher).

### **Inviting Applications**

Advertisements for posts – whether in newspapers or online – will include the statement:

“The school is committed to safeguarding children and young people. All post-holders are subject to a satisfactory enhanced Disclosure Barring Service check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form (or details of how to apply online).

All prospective applicants must complete, in full, an application form.

### **Employment Checks**

All successful applicants are required to provide:

- Proof of identity
- Verification of medical fitness
- Verification of qualifications
- Verification of professional status where required
- To complete a DBS disclosure application and receive satisfactory clearance
- The production of evidence of the right to work and live in the UK
- (for teaching post) verification of successful completion of the statutory induction period
- Disqualification by association.

### **Short-Listing and References**

Short-listing of candidates will be against the person specification for the post and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during

the selection stage. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

School employees are entitled to see and receive, if requested, copies of their employment references.

### **Selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates. Interviews will always be face to face.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **Induction**

All staff who are new to the school will receive a Staff Handbook plus induction training that will include the school's safeguarding policies and guidance on safe working practices.

### **SAFER RECRUITMENT POLICY STATEMENT**

The school will:

1. Keep and maintain a single central record of recruitment and vetting checks, in line with DfE requirements.
2. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
3. Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and penalty.
4. Refer to the Local Authority's internal registers of individuals whose previous employment history may give cause for concern and will refer names (via Schools' Personnel Service) to the Secretary of State in certain circumstances for possible inclusion on a List 99.
5. Follow the June 2015 'Prevent Duty' advice from the DfE which can be found on the following link: <N:\Admin forms\Website\upload\British Values\prevent-duty-departmental-advice-v6.pdf>

Signed: ..... Chair of Governors

Signed: ..... Headteacher

This policy will be updated with new guidance before the yearly review if necessary.

April 2010  
September 2015  
December 2016  
June 2017