



Safer Recruitment Policy

Date: July 2018

Review date: July 2019

Linked with other policies: Curriculum

Health and Safety

Induction

Staff Handbook

Signed:

A handwritten signature in blue ink, which appears to be 'S. Day' followed by a horizontal line.

Registered address: All Saints School (Lessingham) Limited. Company no: 10323174

White House Farm, Limes Road, Catfield, Great Yarmouth, Norfolk, NR29 5DG

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of our 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.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputies. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

The school's position is that the Headteacher and one director have successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff to share this commitment.’

Full employment checks and an enhanced Disclosure and Barring Service Check are required for all posts.

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

- job description and person specification;
- information about the school;
- the selection procedure for the post;
- An application form which will include a safeguarding statement similar to:

“The school is committed to safeguarding children and young people. Full employment checks will be undertaken. The law requires this position to have an enhanced criminal background check, to protect children and vulnerable adults. The position is exempt from the Rehabilitation of Offenders Act of 1974 so, if you are shortlisted for interview, you will be asked to declare details of any criminal record, even convictions that are ‘spent’ according to the Act. If your application is taken further, this information will then be checked against Disclosure and Barring Service (DBS) files. You will be provided with full information at each stage.”

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

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee of short-listed candidates. References or testimonials provided by the candidate will never be accepted.

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

5.5 Where necessary, previous employers with the approval of the applicant, who have not been named as referees', will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 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 this post.
- Absence from work.
- Knowledge of any reasons why the person should not be employed in a school.

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

6 THE SELECTION PROCESS

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies for contracted staff will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face except in exceptional circumstances, eg when interviewing overseas candidates who are not in the UK when SKYPE or an equivalent will be used.

6.3 One member of the interview panel must have received 'Safer Recruitment' Training.

6.4 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.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide a 'Certificate of Good Conduct' (or equivalent) from any country in which the successful applicant has lived or worked for six months or more

since the age of 16. If this cannot be secured employment will be subject to a risk assessment carried out by the Head Teacher.

- to provide actual certificates of qualifications
- to complete a confidential health questionnaire • to provide proof of eligibility to live and work in the UK .

8 INDUCTION

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

8.2 Regular meetings will be held during the first 3 (or 6 in the case of support staff) months of employment between the new employee(s) and the appropriate manager(s).

8.3 A probationary period may be required to be served dependent upon prior experience and the post.

The school is committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

9. REVIEW OF POLICY

9.1 This Policy will be reviewed on an annual basis by the Senior Leadership Team and approved by Directors. The review will take into account up to date legislation and reviews of previous appointments within the school. The SLT will also take into account any advice from Local and National Serious Case Reviews with regard to safe recruitment.