

## **Safer Recruitment and Selection Policy**

This policy will be reviewed by the Trust Board biennially or amended if there are any changes in legislation before that time. This policy has been approved by the recognised trade unions.

Date of last review: Spring 2020

Date of next review: Spring 2022

### **Introduction**

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

- attract and recruit 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.

### **Recruiters**

All staff involved in recruitment will receive appropriate training to enable them to carry out the recruitment process. The Headteacher, at least one governor and the person(s) leading the process will have successfully completed accredited training such as the 'Safer Recruitment in Education' delivered by the Department for Education.

### **Inviting applications**

All advertisements for posts will include the following statement:

"We are committed to safeguarding and promoting the welfare of children. Successful applicants will be required to undertake an Enhanced Disclosure by the Disclosure and Barring Service (DBS Check)."

Advertisements for all posts will normally be placed on the Trust and school websites. Advertisements for teaching staff will also normally be placed on TES and the Gov.uk teaching vacancies website. Advertisements for support staff will also normally be placed on an appropriate local or national website, or if required in a local newspaper, recruitment paper, or through local relevant noticeboards.

Prospective applicants will be provided, as a minimum, with the following, or will be directed to the Trust and/or school website to access the following documents:

- job description and person specification;
- an application form (which all applicants must complete, in full);

- the school's safer recruitment and selection policy (this document);
- the school's child protection policy;
- a recruitment monitoring declaration form

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Job descriptions will as a minimum detail:

- Job title
- Purpose of post
- Main duties, responsibilities and accountabilities

The Person Specification will detail:

- The qualifications required
- Professional registrations (if required)
- Skills, competencies and previous experience required

Each requirement listed on the person specification will be listed as 'Essential' or 'Desirable'

### **Shortlisting and references**

- Shortlisting will review all applications and match them against the published person specification.
- References will be requested on a standard template that captures consistent information on:
  - The candidate's suitability for working with young people and children.
  - Any disciplinary warnings, including time-expired warnings that relate to safeguarding of children.
  - The candidate's suitability for the post.
  - Whether the candidate was subject to capability proceedings in the last two years
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- Where an applicant is or has been employed, a reference must be provided by the current or, if none, most recent employer
- References from friends or family members will not be accepted
- References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted for any further information deemed necessary to meet the school's safeguarding obligations. A written record will be kept of such exchanges.
- Where deemed necessary to meet the school's safeguarding obligations, any previous employer who has not been named as a referee will be contacted. A detailed written record will be kept of such exchanges.
- References will ordinarily only be accepted on the school's reference template. However, the Trust recognises that referees do not always use the standard template. If a reference is to be accepted other than on the school's template, the

Trust will ensure that such references cover all the appropriate areas required for safer recruitment.

- Where a reference is limited to confirmation of the basic terms of employment, a further substantive reference will be required from a third referee. Two substantive references should be obtained before any external recruitment is confirmed.

## **The selection process**

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of the short-listed candidates.
- Interviews will always be face to face. (This may be via a visual electronic link)
- Candidates will always be required:
  - To explain satisfactorily any gaps in employment during the formal interview (This will be documented by the person leading the formal interview onto the successful applicant's personal file).
  - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters.
  - To declare information that is likely to appear on a DBS disclosure
  - To demonstrate, during the formal interview, their capacity to safeguard and protect the welfare of children and young people. (This will be documented by the person leading the formal interview onto the successful applicant's personal file outlining the candidates 'response' to safeguarding).

## **Employment Checks**

All successful applicants are required:

- To provide photographic proof of identity and of the applicant's address and date of birth.
- To complete a DBS enhanced disclosure application and receive satisfactory clearance.
- To complete a Children's Barred List Check
- To provide a health questionnaire to verify the candidate's mental and physical fitness to carry out the role
- To provide actual certificates of qualifications.
- To provide proof of eligibility to live and work in the UK.
- To declare if they have worked outside the UK for a period of 6 months or more in the last 5 years. If they have, an overseas Criminal Check is required.
- To speak fluent English if applying for a public facing roles

The Trust reserves the right not to proceed with or to terminate employment with immediate effect, in particular, if the DBS checks reveal convictions which have not been declared on the application form.

## **Induction**

- The importance of a structured induction process for all new appointments is recognised to ensure that new recruits are effectively initiated into their jobs and integrated into the school. All staff who are new to the school will receive

induction training which will include the school's safeguarding policies. Staff will also be required to read, and confirm that they have read, Part 1 of 'Keeping Children Safe in Education'.

- Regular meetings should be held during the first six months of employment between the new employee(s) and the appropriate manager(s).

### **Single Central Register**

In line with DfE requirements the Academy will keep a Single Central Register (SCR) on adults employed by or coming into contact with children on a voluntary basis including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g.: specialist sports coach or artist..

For supply staff, written confirmation should be received confirming that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, and the date that confirmation was received and whether any enhanced DBS check certificate has been provided in respect of the member of staff.

All staff are required to complete an annual declaration for disclosure of change in circumstances and criminal offences (refer to staff code of conduct policy).