

Safer Recruitment

Policy Reviewed: November 2021
Next Policy Review Date: November 2022

This policy is prepared using the DfE publication “Keeping children Safe in Education. Statutory guidance for schools and colleges”

INTRODUCTION

The purpose of this policy is to set out the minimum 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

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

IDENTIFICATION OF RECRUITERS

The College of Teachers will nominate a panel of interviewers and include a trustee.
Christine Reid is trained in Safer Recruitment.

INVITING APPLICATIONS

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

“The school is committed to safeguarding children and young people, we expect all applicants to uphold this.

All post holders are subject to a satisfactory enhanced Disclosure Barring Service check.”

Prospective applicants will be supplied with:

- Job description and person specification
- a request to access the school website before applying and to read the school’s child protection policy.

All prospective applicants must submit, fully completed, the school’s application form.

SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- All interviewees must supply photo I.D in order to check their identity prior to starting interviews.
- References will be sought directly from the referee and must be on The MWS reference form.
- References or testimonials provided by the candidate will never be accepted.
- 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.
- Where necessary, previous employers 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.

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.

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

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 short listed candidates. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate)
- Interviews will always be face-to face
- All application information will be kept on record for six months following the interview for the unsuccessful candidates.

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.

EMPLOYMENT CHECKS

All successful applicants are required:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To honestly fill out a staff disqualification disclosure and for this to be clear
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK

INDUCTION

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 practice.
- Regular meetings will be held during the first months of employment between
- the new employee(s) and the appropriate mentor(s).

Endorsement:

Name: Linda Parker

Position: Chair of ECTE

Date: 28/11/2021