

Safer Recruitment Policy

1 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.

2 STATUTORY REQUIREMENTS

Our recruitment policy is in line with the current guidelines taken from 'Keeping Children Safe in Education' September 2020.

3 IDENTIFICATION OF RECRUITERS

The school has at least one recruiter who has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

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

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS disclosure.”

4.2 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 safer recruitment policy (this document);
- the selection procedure for the post;
- an application form.

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 In line with County practice, references can only be taken up after shortlisting has taken place. This is stated on the application form. Once received, discrepancies can be probed prior to interviews and also before a concrete offer of employment can be made.
- 5.3 References will be sought directly from the referee. 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 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.
- 5.7 School employees are entitled to see and receive , if requested, copies of their employment references.
- 5.8 Where information about past allegations or disciplinary action is disclosed, consideration must be given and agreed before any decision is made by the selection panel. (See KCSIE 2020 and Safeguarding Policy 2020 Appendix 2 for further guidance).

6 THE SELECTION PROCESS

- 6.1 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.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 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 – for those in regulated activity an enhanced DBS check and barred list information will be required
- 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 months of employment between the new employee(s) and the Executive Headteacher or line manager.

9 REFERRALS TO DBS IN CASE OF DISMISSAL OR REMOVAL

Please see flowchart in Appendix 1 for referral guidance.

9.1 In the case of a member of staff or volunteer being dismissed or removed in case of a safeguarding concern, the appropriate HR procedures will be followed for staff. In the case of volunteers, appropriate investigations and referrals will also be made, using outside agencies if relevant. The Executive Headteacher, DSL and Chair of Governors will then ensure that the DBS is informed of the name of the staff member or volunteer, DBS number and information and the reason

for the dismissal/removal, whilst maintaining appropriate confidentiality. The Unity will fully co-operate with the DBS and other agencies in the investigation and handling of such issues.

9.2 Reference forms will also be used to indicate safeguarding concerns for future employers.

10. GDPR (GENERAL DATA PROTECTION REGULATION) REQUIREMENTS

10.1 In order to comply with GDPR, details of unsuccessful candidates will be retained for six months after the appointment of the successful candidate and then securely disposed of. This must be detailed in the letter to candidates.

10.2 Details of the successful candidate will be retained in their personnel file along with details of the selection process.

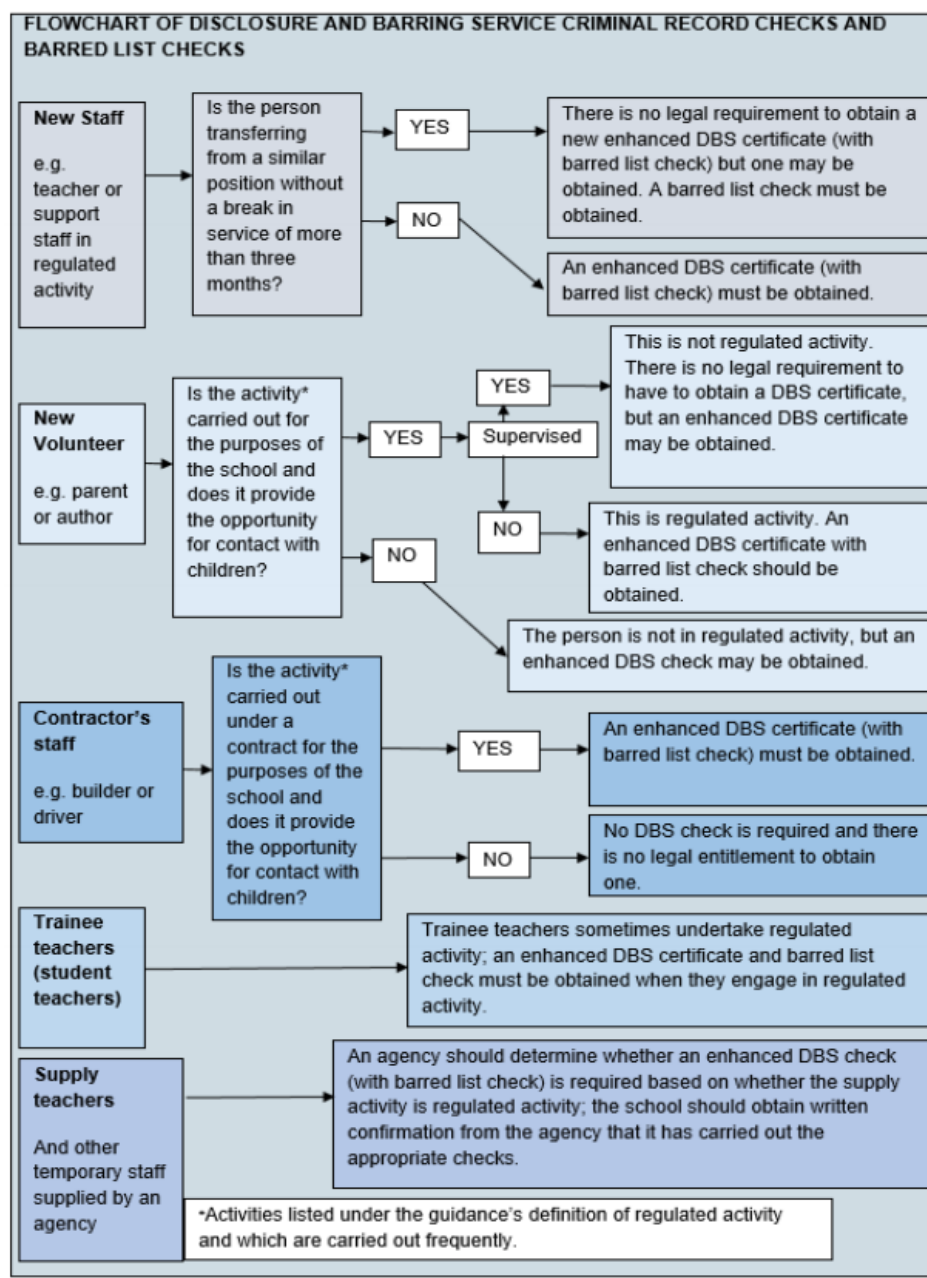
Executive Headteacher.....Date.....
Chair of Governors.....Date.....
Review date.....



The Unity of Titchmarsh and Warmington Schools



Appendix 1 – Referral Flowchart



See also: Keeping Children Safe in Education, Part 3 (September 2020)