

## SAFER RECRUITMENT POLICY

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| <i>To be ratified by the Governing Body in June 2014</i> |  |
| This policy was issued on:                               | June 2014  |
| Author:  | HR Manager   |
| This policy will be reviewed on:                         | June 2017  |
| This policy will be reviewed by:                         | Principal, VP Student Well-being & Designated Person, HR Manager and Governors |

## 1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a safer 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 and may pose a risk so any student or member of staff.

## 2 STATUTORY REQUIREMENTS

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

## 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the Academy will move towards a position in which at least one recruiter on every interview, has successfully received accredited training in “Safer Recruitment Procedures”. This training should be updated every 3 years.

## 4 INVITING APPLICATIONS

- 4.1 Advertisements for posts – whether in Local newspapers, with Recruitment Agencies, journals or on-line – will **ALWAYS** include the following statement:

*“NB: The Governing Body is committed to safeguarding and promoting the welfare of children. Any offer of employment will be subject to receipt of a satisfactory CRB Enhanced Disclosure and Curriculum Vitae verification.”*

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

- job description and person specification;
- the Academy’s Child Protection policy;
- the Academy’s Safer Recruitment policy (this document);
- the selection procedure for the post;
- a DCCA Safeguarding Declaration Form
- a DCCA application form.

- 4.3 All prospective applicants must complete, in full, a DCCA application form and Safeguarding Declaration Form (See Appendix 1).

## 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 selection stage, so that any discrepancies can be probed during the selection stage. These will be scrutinised and checked against information given on application forms and Curriculum Vitae.

- 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 The Academy's 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 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). During the interview an applicant's suitability to work with children will be explored

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 CRB/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 photographic proof of identity
- to complete an enhanced CRB/DBS disclosure application and receive satisfactory clearance before they start their employment
- to provide actual certificates of qualifications, not copies
- to complete a confidential health questionnaire
- to provide Teachers Reference Number (formerly GTC)
- to provide evidence of Qualified Teacher Status
- to provide proof of eligibility to live and work in the UK

## **8 INDUCTION**

8.1 All staff and volunteers who are new to the Academy will receive an Induction with the HR Manager either prior to taking up their post or within the 1<sup>st</sup> week of their new employment. This Induction will include the Academy's Safer Recruitment policy, Child Protection Policy and guidance on safe working practices i.e. Use of Technology in the classroom.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).