

SAFER RECRUITMENT POLICY

The School is committed to safeguarding children and young people.

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 any vacancy at the school.
- 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.

Identification of recruiters

The school has three trained senior staff using an accredited course (NCSL) on the safer recruitment of key staff; academic, catering, domestic, maintenance and administration.

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. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.’

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

- Job description
- The school’s child protection policy
- The school’s recruitment policy (this document)
- The selection procedure for the post
- An application form.

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

All applicants being considered for a teaching post within the organisation will be expected to have registered with the Independent Safeguarding Authority (I.S.A.)

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 investigated during the selection stage.
- Two References will be sought directly from the referee.
- References or testimonials provided by the candidate will not 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.

A checklist will be kept of the recruitment process on all short listed applicants to ensure that all requirements of this safer recruitment policy are adhered to

The selection process

- Selection techniques will be determined by the nature and duties of the vacant post
- all vacancies will require an interview of short-listed candidates.
- 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).
- Written evidence of interview outcomes will be retained.

Candidates will always be required:

- To provide full employment history and explain satisfactorily in writing any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available
- To declare any information that is likely to appear on a CRB disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- To complete the application form in full along with a letter of application.

Employment checks

All successful applicants are required before taking up post:

- To provide proof of identity
- To complete a CRB disclosure application and receive satisfactory clearance. (Appropriate further checks will be made on applicants who have lived outside the UK.)
- Where resident, to ensure partners and family adults not employed by the school undergo a CRB check.
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility and good conduct to live and work in the UK

- Where supply staff are used, the school will obtain written confirmation that all appropriate checks have been carried out.

The successful applicant will be registered with the Independent Safeguarding Authority (I.S.A.)

The School will ensure that a check is made on the applicant with the ISA in line with current legislation.

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 practices.
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s) to ensure that they are fully conversant with the policies and procedures of the school.
- This will be monitored by a checklist which is signed and dated by the employee and the appointed mentor.