



Safer Recruitment Policy

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Safer Recruitment Policy

1. Introduction

This policy is written in line with the Government recommendations as set out in “keeping children safe in education, 2015” (*see appendix 1*). In order to safeguard children it is important that:

- Recruitment advertising and applicants information contains a prominent safeguarding statement and the need for DBS check.
- The job description and person specification is clear and includes safeguarding information.
- Written references are taken up at short listing stage prior to interview.
- The interview is conducted by at least two senior members of staff/governors one of whom has been trained in safer recruitment practices.
- Identity and qualifications are checked at interview.
- Appointments are confirmed after all pre-employment checks have been made.
- All new staff/ volunteers go through an induction process, signing to say they have received it.
- The procedures are equally stringent for support staff as for teaching staff.

2. The Process

A decision is made for the need to recruit. A job description and person specification is then drawn up. This includes; skills, abilities, behaviors, attitudes/motivation and values towards children young people.

3. Inviting Applications

An advert placed internally/locally/nationally as relevant, stating clear commitment to safeguarding & the need for a DBS check. Three key deterrents are highlighted:

1. Statement of First Base’s commitment to safeguarding and the need for a DBS certificate/ Barred list check to be completed.
2. Statements about the safeguarding responsibilities of the post in the job description and personal specification.

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

- Job description and person specification.
- An application form.

4. Key Information on Application Forms

- All prospective applicants must complete, in full, a Suffolk County Application Form.
- Personal details,
- Present employment & reason for leaving,
- Full history since leaving school,
- Qualifications,
- Referees,
- Personal statement to meet the personal specification,
- Signed declaration about any criminal record,
- Signed declaration that all information is true.

5. Agreeing the Selection Process

- Base selection criteria for short listing and assessment process on personal specification and job description.
- Ensure it is fair and consistent for all candidates
- Ensure process is specific to work with children

- Review criteria regularly.

6. Short-Listing

- At least two people will undertake short listing.
- Candidate evidence provided should be against judged the person specification and job description for the post.
- Application form should be fully completed.
- Any inconsistencies should be identified and investigated.
- Apply short listing criteria equally.

7. References

Important part of the selection process is gathering references.

- Each candidate must have a reference from their current employer.
- If not working with children, at least one reference from previous employer where the role involved working with children.
- References or testimonials provided by the candidate will never be accepted.
- If any inconsistencies or doubts about the suitability, follow up and explore with the referee. *A detailed written note will be kept of such verbal exchanges.*

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people,
- References should be for 5 years employment history, ensuring no gaps,
- 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.

8. Safer Selection

Good practice includes:

- Range of selection tools- not just an interview.
- Explore motives and attitudes as well as skills and experience.
- Assessors should be appropriately briefed or trained.
- Assess interaction with others.
- Ensure appropriate involvement with children.

9. 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. A point system will be used during the interview day/s process.

- Interviews will always be face-to-face.
- At least one interview question should be used devised to test out the candidates' attitudes, motives and suitability for this role.
- Identify at least one criterion from the personal specification relevant to safeguarding children.

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 disclosure.
- To demonstrate their capacity to safeguard/protect the welfare of children & young people.

10. Pre-appointment Checks

All successful applicants are required:

- Provide proof of identity.
- Provide proof of eligibility to live and work in the UK.
- Complete a DBS check and receive satisfactory clearance.
- Prohibition checks for all teaching staff.
- Childcare disqualifications check, for all staff (**see appendix 2**).
- Provide actual certificates of qualifications.
- Status: QTS, HCPC, disqualification from Early Years/ Childcare register.
- Complete a confidential pre-employment health questionnaire

Individuals will not commence a new role until all pre-employment/safer recruitment checks are satisfactorily completed.

11. Terms and Conditions of Employment

The successful candidate will be sent:

- A letter offering them the job.
- A statement of the terms and conditions of employment.

The successful candidate will sign and return the form accepting the job and its conditions.

12. Regulated Activity & DBS Checks (**see Appendix 3**)

- Individuals who are employed to work regularly in a school are in *Regulated Activity* (RA) with children.
- It is a legal requirement to check people working in RA are not barred from that work before they commence in post.
- People in RA can still be asked to undertake a DBS disclosure (without a barred list check).
- It is unlawful to check the Barred list if the person is not in RA.
- Original certificates must be seen by the school and a copy should only be retained in certain circumstances.

13. 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 Head Of School Teachers will have a 1 day induction to ensure they fully know the essential school systems and procedures.

14. Monitoring & Evaluation

The Head Of School is responsible for monitoring this policy and it will be reviewed as part of the schools monitoring cycle for policies.

Appendices:

Appendix 1- "Keeping Children Safe in Education, July 2015".

Appendix 2- "Keeping Children Safe in Education: Childcare Disqualification Requirements, Oct 2014".

Appendix 3- Flowchart of Disclosure and Barring Service criminal record and barred list checks.