



# Safer Recruitment Policy

Version number	Purpose	Lead Person	Date produced
1	New policy written	Liz Smorfitt	Sept 2009
2	Review	Stephanie Tillman	Sept 2013
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## **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 head teachers and deputy head teachers. These requirements change from time to time and must be met.

## **IDENTIFICATION OF RECRUITERS**

The school will ensure that at least one recruiter has successfully completed accredited training course in safe recruitment procedures.

## **INVITING APPLICATIONS**

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

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced ‘Disclosure and Barring Service’ (DBS) certificate.”

- 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 recruitment policy (this document);
  - the selection procedure for the post;
  - an application form
- All prospective applicants must complete, in full, an 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.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or email 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.
  - In addition, as part of the shortlisting process the school may carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. We will inform shortlisted candidates that online searches may be done as part of due diligence checks.

## **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.
- 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).
- 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 application and receive satisfactory clearance
- to provide actual certificates of qualifications
- 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 practices.
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).