



SAFER RECRUITMENT POLICY

Review Date: November 2019

INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Embed Safer recruitment practices and procedures throughout the school
- Attract the best possible applicants to vacancies
- Identify and reject applicants who are unsuitable for work with children and young people

It is an essential element in creating and maintaining a safe supportive environment for pupils, staff and others within the school community.

Identification of Recruiters:

When conducting interviews the school ensures that at least one of the recruiters has successfully completed training in safe recruitment procedures.

When appointing a senior member of staff at least 1 Governor will be on the recruitment panel.

Advertising the post

Advertisements for the post will include the statement:

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to pre-employment checks including an Enhanced Disclosure and Barring check and two satisfactory references.

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

Prospective applicants must complete, in full, an application form. Curriculum Vitae will not be accepted in place of a completed application form

Shortlisting and References

- Candidates will be shortlisted against the person specification for the post.
- Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during the selection stage.
- References will be sought directly from the referee. References and testimonials provided by the candidate will never be accepted
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies – detailed notes will be kept of any exchanges.
- Referees will be asked specific questions about the following:
 - The candidate's suitability to work with children and young people
 - Any disciplinary warnings, including time-expired warnings or proceedings, relating to safeguarding and welfare of children and young people
 - The candidate's suitability for the post

All appointments are subject to satisfactory references, vetting procedures, disqualification by association and DBS clearance.

Invitation to Interview

- Candidates called to interview will receive:
- A letter confirming the interview and any other selection techniques
- Details of the interview day
- Details of identification required
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity for any discussion about the process prior to the interview

The Selection Process

Selection procedures will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

- Interviews will be face-to-face.
- Candidates will be expected to:
 - Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information to the panel
 - Declare any information that is likely to appear on the DBS disclosure or disqualification by association
 - Demonstrate their ability to safeguard and protect the welfare of children and young people

Employment Checks

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity – Photographic and Address
- Complete an enhanced DBS application and receive satisfactory clearance

- Declare any Disqualification by Association
- Provide proof of professional status
- Provide certificates of qualifications
- Complete a health questionnaire
- Provide proof of eligibility to live and work in the UK
- Provide a Statement of Good Conduct if the candidate is a foreign national or has lived outside of the UK for more than 3 months in the last five years

All checks are:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there any discrepancies in the information received

Employment will commence subject to all checks and procedures being satisfactorily completed and following receipt of successful Prohibition and Barring list checks.

Supply staff

Monkshouse School will only use agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. The school will carry out identity checks when the individual arrives at the school. The information will be entered onto the School Central Record.

Volunteers

The ID is checked for volunteers when coming into school for a one-off occasion. Volunteers assisting in school but not on a regulated activity or not being left alone with the children will have their ID checked and will sign a volunteer form which includes an insurance indemnity.

Volunteers on regulated activity or working alone with the children will have an enhanced DBS and barring list check, and will be recorded on the school's Single Central Record. References will be called as stated in the Volunteer policy.

Governors

All Governors are subject to an enhanced DBS check. If they are engaged in regulated activity as unsupervised volunteers they will also be subject to a barring list check. This information will be entered onto the school's Single Central Record.

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. They are given a staff handbook and the school's Systems and Structures booklet that outlines the practices and procedures at the school, **as well as the Keeping Children Safe in Education document. All staff are asked to sign a declaration that they have read, understood and agree to adhere to the documentation they have received, and fill in a Disqualification by Association form.**

All successful candidates will have a mentor/buddy allocated to them with whom regular meetings will be held. They will be expected to attend any appropriate training.

Ongoing Employment

Monkshouse School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.

Signed _____ Chair of Governors

Signed _____ Headteacher

Date _____