

SAFER RECRUITMENT POLICY

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout the Trust and forms part of the Trust's wider commitment to safeguarding and promoting the welfare of children. This policy complies with guidance outlined in Keeping Children Safe in Education (Sept 2019).

1.2 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.3 The appointment of all employees will be made on merit and in accordance with the provisions of employment law, equality law and Keeping Children Safe in Education.

1.4 This policy should be read in conjunction with the Trust's Appointment Procedure and induction policy.

2. ROLES and RESPONSIBILITIES

2.1 The Trust will:

- ensure effective policies and procedures are in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor compliance with them

2.2 The Head of School, Executive Headteacher and FDOM will:

- ensure safe and fair recruitment and selection procedures are operated, regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance

- ensure that all appropriate checks have been carried out on staff and volunteers.
- monitor compliance with this document by any contractors and agencies
- promote the safety and well being of children and young people at every stage of this process

3. INVITING APPLICATIONS

- 3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;
“Children of Success Schools Trust are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check”.
- 3.2. All applicants will receive a pack containing the following when applying for a post:
- A statement of the Trust’s commitment to ensuring the safety and well being of the pupils
 - Job description and person specification
 - The relevant school’s Safeguarding Policy
 - The Trust’s Safer Recruitment Policy
 - The selection procedure for the post
 - An application form
- 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms must be returned to the applicant where the deadline for completed forms has not passed.
- 3.4 Candidates submitting an application form completed on-line will be asked to sign the application form if called for interview.
- 3.5 A curriculum vitae cannot be accepted in place of a completed application form.
- 3.6 Internal candidates will be treated no more or less favourably than external candidates.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

- 4.1 Although no longer a statutory requirement, good practice is that at least one member of the Selection and Recruitment Panel will have successfully completed training in Safer Recruitment.

5. SHORT LISTING AND REFERENCES

- 5.1 Candidates will be short listed against the person specification for the post with regards to qualifications and experience.
- 5.2 Two references, one of which must be from the applicant’s current/most recent employer, will be taken up preferably before the selection stage so that any discrepancies may be probed during this stage of the procedure.
- 5.3 References will be sought directly from the referee, and where necessary, the referee will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 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, relating to the safeguarding of children and young people
 - The candidate's suitability for the post
- 5.6 Reference requests will include the following:
- Applicant's current position and salary
 - Sickness record
 - Attendance record
 - Disciplinary record
- 5.7 All appointments are offered subject to satisfactory references, vetting procedures and DBS clearance.
- 5.8 The application forms will be checked to ensure there are no gaps in employment which need to be highlighted at interview.

6. INVITATION TO INTERVIEW

- 6.1 Candidates called to interview will receive:
- A letter or email confirming the interview and details of the selection techniques
 - Details of the interview day including details of the panel members
 - Further copy of the person specification
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face.
- 7.3 Candidates will be required to:
- Explain any gaps in employment
 - Explain satisfactorily any anomalies or discrepancies in the information available to the panel
 - Declare any information that is likely to appear on the DBS disclosure
 - Demonstrate their awareness/ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

- 8.1 An offer of appointment will be conditional and all successful candidates will be required to:
- Provide proof of identity and address

- Complete an enhanced DBS application (which includes barred list check and details of prohibition orders) and receive satisfactory clearance.
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
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Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including where relevant any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent.

8.2 All checks will be:

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

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

8.4 The Trust will check for updated DBS information about staff every five years unless the need arises earlier.

8.5 The Trust will maintain a Single Central Record of employment checks in accordance with DfES guidance.

9. INDUCTION

9.1 Induction procedures are included in the induction policy.

10 GOVERNORS/TRUSTEES

10.1 All Governors/trustees will have the following checks:

- Identity check
- an enhanced DBS without a barred list information.
- Section 128 check(to check prohibition in management)
- Other checks deemed necessary if they have worked outside the UK

11. SUPPLY STAFF

11.1 The Trust will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily

completed. Any information disclosed as part of the DBS check will be treated confidentially.

11.2. The Trust will carry out identity checks when the individual arrives at school.

12. PERIPATETIC STAFF /EDUCATIONAL PROFESSIONALS

12.1 Where we use staff from external providers such as sports coaches, educational psychologists, drama specialists who are employed by the provider company we will seek written confirmation from those organisations that they have followed safer recruitment practises and request to see their enhanced DBS.

12.2 Where the staff member is self-employed, we will request their DBS and check it online where possible, we will also seek two references from other organisations who use their services and confirm their identity and address

12.3 Where self-employed staff are used we will also seek confirmation of competence by the provision of qualification/training certificates.

13. VOLUNTEERS

13.1 We carry out DBS and pre-start vetting checks appropriate to the post and require regular volunteers working in schools to provide details of two referees. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTA events) are supervised at all times, in accordance with legislation they are not required to have a DBS check.

14. STUDENTS

14.1 When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required.

However, we will require proof of DBS enhanced clearance with barred list check and will carry out identity checks when the student arrives at school. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

14.2 School students on work experience will always be supervised and consequently will not be required to undergo a DBS check even if they are 18 years old.