

Heathlands School

Safer Recruitment Policy

1 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.

2 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.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 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 postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure.”

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

- job description and person specification;
- the school’s safeguarding policy;
- the school’s safer recruitment policy (this document);
- an application form.

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

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 If references are received after interview it may be necessary to re-interview any candidate to whom a conditional offer has been made.

5.4 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

- 5.5 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.
- 5.6 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.
- 5.6 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.
- 5.7 School employees are entitled to see and receive , if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 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.
- 6.2 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).
- 6.3 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 as appropriate to their role.

7 EMPLOYMENT CHECKS

- 7.1 Prior to confirmation of an offer of employment all successful applicants are required:
- to complete a DBS disclosure application and receive satisfactory clearance, if necessary involving risk assessment
 - to be checked as suitable to work with children on the ISA Children's Barred List
 - to provide proof of identity
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK
- 7.2 The Children Act 2006 and Childcare (disqualifications) Regulations 2009 will be applied (ref Keeping Children Safe in education: childcare disqualification requirements- supplementary advice. October '14.

- 7.3 Applicants will be asked if they are disqualified “by association” and asked to complete declaration forms.

8 INDUCTION

- 8.1 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.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9 VOLUNTEER WORKERS

- 9.1 Prior to commencing their work with pupils, volunteers will also be required
- to provide proof of identity
 - to complete a DBS disclosure application and receive satisfactory clearance
 - to provide references and a completed application form
 - to attend an interview with a senior member of staff
- 9.2 Volunteer workers will always be supervised by members of staff.
- 9.3 Volunteer workers will receive induction training on the school’s safeguarding policies and guidance on safe working practices.