

# Heathlands School

## Safer Recruitment Policy

Approved by Governors 7.11.17

Review due November 2019

## **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–20 weeks of employment (probationary period) 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.