



## 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

It is a statutory requirement from January 2010 that there is at least one member of the interview panel who must have successfully completed the accredited course for safeguarding-safer recruitment. There are some further 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

At least two members of the Senior Management Team of the School and Children's Centre must complete the accredited course successfully. The Governing Body will ensure that at least two Governors have attended the training. This ensures that there will always be someone on every interview panel who has successfully received accredited training in safer recruitment procedures.

### 4 INVITING APPLICATIONS

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 DBS."

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

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

- job description and person specification;
- the school's child protection policy and/or Safer Recruitment Policy;
- an application form.

### 5 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 and candidates will be informed of this in the job pack and when invited to interview, so that any discrepancies can be probed during the selection stage. If necessary telephone references will be sought if referees do not respond initially to reference requests.
- 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.

We will always seek a reference from the current or most recent employer, and the two references need to be from different agencies, unless there are extenuating circumstances.

References will be requested using the Barnet template. If it is returned in the form of a letter, it will only be accepted if it is personalised and refers to the job applied for. We do not accept open references (e.g. in the form of 'to whom it may concern' testimonials)

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

## **6 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 bring suitable identification with them on the interview day
  - to bring evidence of qualifications stated on their application form
  - 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.
  - to sign their application form and disclosure section on their application form
  - to declare if they are disqualified by association

## **7 MAKING A CONDITIONAL OFFER - EMPLOYMENT CHECKS**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, must be conditional upon satisfactory completion of pre-employment checks. All successful applicants are required:

- to provide proof of identity preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available;
- to complete a DBS online application and obtain a certificate for an enhanced DBS check with a barred list information;
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available;
- to provide certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to accept the conditional offer in writing

The school will check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service;

N.B See Keeping Children Safe in Education (April 2014) and Coppetts Wood D.B.S. Policy for more information.

## **8 INDUCTION**

- All staff 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).

Date: September 2009

Reviewed: March 2013    Reviewed: February 2015    Reviewed: January 2016