

Approved by Governing Body on: \_\_\_\_\_ 2018

Date of Review: FGB September 2019

## Context of this policy

This policy must be read and understood in the context of the following policies

- School aims
- Equality policy
- Code of conduct for staff
- Whistleblowing policy
- Safeguarding policy

This policy will be reviewed periodically to make it compliant with statutory guidance. The most recent guidance is outlined in the following document:

- Keeping children safe in education, DfE, 2018

## Aims of this policy

1. To create a culture which ensures the safety and well-being of students in our care
2. To ensure safe and fair selection and recruitment of all staff and volunteers by
  - Attracting the best possible candidates
  - Deterring unsuitable candidates from applying
  - Identifying unsuitable candidates during the selection process

*Unsuitable in this context means unsuitable to work with children and young people*

3. To ensure that everyone involved in the recruitment process knows their responsibilities

## Roles and responsibilities

The governing body of the school will:

- Review this policy annually
- Monitor the school's compliance with this policy through the annual safeguarding audit
- Monitor the completion of safer recruitment training (and renewal every five years) by appropriate staff and governors

The designated safe-guarding officer will:

- Ensure that this policy is reviewed and up-dated to reflect changes in legislation and statutory guidance
- Ensure that selection and recruitment is carried out in line with this policy
- Set up systems to ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Set up systems to monitor any contractors' and agencies' compliance with this document

## The recruitment process

### 1. Inviting applications

1.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

*Fitzharrys School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service enhanced check.*

1.2 All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- The school's safeguarding policy
- The school's safer recruitment policy
- The selection procedure for the post
- An application form
- Copy of the school's code of conduct

## 2. Managing applications

- 2.1 Applicants must complete, in full, and return a signed application form.
- 2.2 Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
- 2.3 Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
- 2.4 A curriculum vitae will not be accepted in place of a completed application form.

## 3. Identification of the recruitment panel

- 3.1 At least one member of the selection and recruitment panel will have successfully completed training in safer recruitment.

## 4. Shortlisting and references

- 4.1 Candidates will be short listed against the person specification for the post.
- 4.2 Two references will be taken up before the interview stage. One of these must be from the applicant's current/most recent employer where possible. Discrepancies with the application form should be explored at this stage. Referees may be contacted to clarify anomalies or discrepancies: in this case detailed written records should be kept of the information gathered.
- 4.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.5 Reference requests will gather information about
  - Applicants current post and salary
  - Disciplinary record
  - The candidate's suitability to work with children and young people
  - Any substantiated allegations
  - Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
  - The candidate's suitability for the post
- 4.6 The following references will NOT be accepted:
  - References and/or testimonials provided by the candidate
  - References from friends, relatives or neighbours

## 5. Invitation to interview

5.1 Candidates called to interview will receive:

- A letter confirming the interview and any other 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
- Information about how to provide proof of identity and qualifications

## 6. The selection Process

6.1 All vacancies will require an interview of short-listed candidates.

6.2 Interviews for contracted posts will always be face-to-face and may include additional interview techniques such as observation or exercises.

6.3 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 ability to safeguard and protect the welfare of children and young people, including a knowledge of and commitment to PREVENT

## 7. Employment checks

7.1 An offer of appointment will be conditional on candidates:

- Providing proof of identity, including one piece of photo ID
- Completing an enhanced DBS application and receiving satisfactory clearance
- Prohibition check will be completed where relevant
- Providing proof of professional status
- Providing actual certificates of qualifications
- Completing a confidential health questionnaire
- Providing proof of eligibility to live and work in the UK

- Co-operating with an overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom
- Where relevant a EEA check will be completed
- Where relevant a Section 28 check will be completed

7.2 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.

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

## 8. Induction

8.1 All staff and volunteers who are new to the school will receive information and training on the school's safeguarding policy and procedures; guidance on safe working practices; and a briefing on the school's code of conduct for staff. These expectations will form part of new staff members' induction training.

8.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor and/or line manager
- Attend any appropriate training including generalist child protection training

## 9. Supply staff

9.1 We will only use 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. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

9.2 We carry out identity checks when the supply individual arrives at school.

9.3 We carry out our own DBS checks for supply staff employed directly by the school

## **10. Peripatetic staff, sports coaches**

- 10.1 We require that all necessary identity checks and DBS requirements have been satisfactorily completed for governors, peripatetic staff, sports coaches and similar.