

SAFER RECRUITMENT POLICY



The Downley School

Approved by: FGB **Date:** February 2022

Last reviewed on:

Next review due by: February 2023

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 ensure that at least one recruiter has successfully received accredited training in safer recruitment procedures.

4. INVITING APPLICATIONS

The school has adopted a business approach to recruitment in that it has opted to recruit through a temp to perm system. This system means that staff that are recruited have a two-term period to meet all the standards and criteria required to meet the job specification. Should this period be successful then they move to a permanent position. This system has supported through COVID 19 in that no school visits were permitted and all interviews were conducted online.

When a position becomes available, the school contacts a range of agencies to fill the post.

- Candidates attend the school undertake an interview.
- Lesson observations or trial days may also be undertaken.
- School undertake all safer recruitment checks
- Both the school and the candidate have the option to terminate the employment before this time

When the traditional form of recruitment is undertaken;

- 4.1. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The Downley School is committed to safeguarding children and promoting the welfare of all children. All employees and volunteers are subject to a satisfactory enhanced Disclosure and Barring Service Check (DBS) and safer recruitment procedures.”
- 4.2. Prospective applicants will be supplied, as a minimum, with the following:
 - job description and person specification;
 - the school’s child protection policy;
 - the school’s recruitment policy (this document);

- the selection procedure for the post;
- 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. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4. 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.

5.5. 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 be face-to-face whenever possible. This may change to an online interview when circumstances mean that this cannot happen i.e. COVID 19, recruitment from overseas. 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). At least two people will always conduct interviews.

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.

7. EMPLOYMENT CHECKS

7.1. All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK

8. INDUCTION

8.1. All staff who are new to the school will receive induction training that will include the school's safeguarding policies, procedures and guidance on safe working practices. This will be followed by an accredited training session for Child Protection at the earliest possible date but no later than 6 months.

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