



SAFER RECRUITMENT POLICY

Introduction and Policy Statement

The following staff have completed the Safer Recruitment in Education Training:

Mr T Conaghan (Principal)
Mr D Sears (Assistant Principal)
Mrs C Dooks (Business Manager)
Mrs D Northam (PA to the Principal)

Governors who have completed the Safer Recruitment in Education Training are:

Mr J Seaward
Mrs N Shawyer

Safer Recruitment Statement

This policy is developed in accordance with the guidance within the following:

- Working Together to Safeguard Children; A Guide to Inter-Agency Working to Safeguard and Promote the Welfare of Children' 2006
- Keeping children Safe in Education 2014
- Childcare (disqualification) regulations 2009
- Prevent Strategy 2012

which state that Schools should establish policies and procedures based on national standards for checking the suitability of people working with children and young people.

The standards aim to instil confidence and re-assure parents, carers and families that all employees, agency workers, volunteers and any visitors who will work directly with children and young people are suitably checked prior to commencement in their roles. Checks include DBS, disqualification by association and screening against extremism. These will also be applied for any work experience or teacher training placements.

To fulfil our commitment to safeguard and promote the welfare of children and young people, Parkfield School will have recruitment and associated human resources procedures in place. These will take account of the need to safeguard and promote the welfare of children and young people, including arrangements for appropriate checks on new staff and volunteers before they commence their position in the school.

The appointment processes used by Parkfield will enable the Principal and Governors to gain a full picture of the suitability of prospective candidates.

Whenever Parkfield School is engaged in the appointment of staff, volunteers, agency workers, visiting speakers, work placements and contracting staff, it is also presenting an image to the community at large of the principles it stands for and the standards it maintains.

The purpose of these standards are to support the recruitment for employees, volunteers, agency workers, visitors and contractors. The overall aim is to prevent unsuitable people and those who pose a risk from working with children and young people.

Aims of the Policy

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;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings", the code of practice published by the Disclosure and Barring Service (DBS) and the Prevent strategy.
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- At least one recruiter has successfully received accredited training in safer recruitment procedures.

1. Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statements:

“Parkfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.”

“Parkfield School is committed to the development of community cohesion and the prevention of extremism and radicalisation”

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

- job description and person specification;
- the school's child protection policy;
(refer to online version in policies section on the school website)
- the school's safer recruitment policy;
(refer to online version in policies section on the school website)
- the selection procedure for the post;
- an application form

Potential applicants are informed that:

In accordance with the Safer Recruitment regulations produced for schools in England applications will **only** be accepted by using the school application form relevant to that position. **CVs will not be accepted.**

2. Recruitment and selection procedure

All applicants for employment will be required to complete an application form containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. A curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for. The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

3. Short-Listing and References

The shortlisting exercise must be completed objectively and applicants should be graded against the criteria identified within the person specification and job description. General assumptions should be avoided about the age or ability to do the job of men/women, married/unmarried people or people with disabilities

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

The purpose of references is to obtain information about a candidate's employment history, qualifications, experience and/or an assessment of the candidate's suitability for the post in question.

They should seek to obtain objective and factual information to support a recruitment decision.

A reference should be obtained from the most senior person of the applicant's current or most recent employer.

References will be sought directly from the referee and not from personal email addresses. References or testimonials provided by the candidate will never be accepted.

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.

Where necessary, current / 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.

Referees will always be asked specific questions about:

- the details of the applicants current duties / position and salary
- 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.
- reason for leaving

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

4. Interviews

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 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.
- answer screening questions regarding extremism

5. Offer of Employment

If it is decided to make an offer of employment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date
- the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers satisfactory
- verification of identity, qualifications and right to work in the UK
- receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service and other relevant screening documentation

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

All Associate Staff appointments are subject to a six months probationary period during which the notice period to terminate the employment for whatever reason, by either the employee or the school is four weeks. The school also reserves the right to extend this probationary period should it deem this necessary.

6. Pre-employment checks

In accordance with the recommendations of the DfE in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" the School carries out a number of pre-employment checks in respect of all prospective employees.

Verification of identity and address

All applicants who are invited to an interview will be required to bring the following evidence of identity, proof of eligibility to live and work in the UK, address and qualifications:

- current driving licence or passport or full birth certificate;
- and two utility bills or statements (from different sources and less than 3 months old) showing their name and home address;
- and documentation confirming their National Insurance Number (P45, P60 or National Insurance Card);
- and documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Disclosure and Barring Service

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

Due to the nature of the work, the School applies for DBS certificates in respect of all prospective staff members, governors and volunteers.

The school will always request an Enhanced Disclosure as described below.

- An Enhanced Disclosure will contain details of all convictions on record including current and spent convictions (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- If the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health. Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

Where the school uses staff from supply agencies, contractors, etc then the school expects those agencies to have registered these staff with the DBS following their own policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

7. Induction

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.

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

8. Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on files.