

“Treat everyone you meet with dignity. Love your spiritual family. Revere (worship) God. This is the kind of life you’ve been invited into, the kind of life Christ lived. He never did one thing wrong, Not once said anything amiss. “

**1 Peter Chapter 2: Verse 17-23**



# Safer Recruitment Policy

Author:	Executive Principal
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## **Introduction**

Our Academy vision is “Living Well Together with Dignity, Faith and Hope”. We aspire to take dignified decisions and afford dignity to all members of our community, regardless of background or circumstance. Our position as a Voluntary Aided Church Academy means that the Christian faith has a central role in all of our actions and decisions. We strive for excellence in all that we do, enabling our student to transform their lives and to hope for happy and successful futures.

This policy outlines our commitment to safeguarding and promoting the welfare of students by ensuring that we have implemented procedures designed to prevent unsuitable people having contact with our students. This policy applies to the whole Academy and it is produced in line with the guidance given by the DfE as defined in “Keeping Children Safe in Education” (September 2015) in conjunction with “Working Together to Safeguard Children” (2015) and it forms an element of the Academy’s Safeguarding Policy (updated September 2017).

## **Aims**

The aims of our Safer Recruitment policy are to ensure dignity for staff and students in order:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability
- To ensure that all applicants are considered equally and fairly and to ensure that no applicant is treated unfairly on any grounds
- To ensure compliance with all relevant legislation, recommendations and guidance including statutory guidance published by the Department for Education (DfE), the Prevent Duty Guidance for England and Wales (2015) and any guidance published by the Disclosure and Barring Service (DBS) and Ofsted
- To ensure that the Academy meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Staff involved in the recruitment and selection of employees are responsible for familiarising themselves with the provisions of this policy and for complying with the procedures set out within it. It is unlawful for the Academy to employ anyone who is not eligible to work in the UK and/or barred from working with children and it is a criminal offence for any person who is barred from working with children to apply for a position in the Academy.

## **Roles and Responsibilities**

### **1. Governors**

Governors are responsible for ensuring that the Academy has effective policies and procedures in place for recruitment and that these are compliant with DfE and legal requirements. Compliance with these policies and procedures must be monitored.

### **2. Principal (and other Managers involved in recruitment)**

Managers involved in recruitment are responsible for ensuring that the Academy operates safe recruitment procedures and makes sure that all appropriate checks are carried out on all staff and volunteers who work at the Academy. Managers are also responsible for monitoring contracts’ and agencies’ compliance with safer recruitment procedures. The

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welfare and dignity of children and young people should be promoted at every stage of the recruitment process.

The Governing Body has delegated responsibility to the Principal and other Managers to lead on all appointments. Governors may be involved in staff appointments but the final decision will rest with the Principal.

## **Recruitment and Selection Procedures**

### **1. Advertising**

To ensure equality of opportunity, all vacant posts will be advertised to as wide a field of applicant as possible. This will normally include an external advertisement. All advertisements will make clear reference to the Academy’s commitment to safeguarding children.

### **2. Application Forms**

Applications may only be made by completing the Academy’s own application form; CVs are not accepted. Applicants are required to provide information about their academic and full employment history, their suitability for the role. In addition, applicants are required to account for any gaps or discrepancies in employment history. Incomplete application forms will not be shortlisted.

Application forms will include a declaration from the applicant regarding convictions and working with children and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act (1974). All applicants will be made aware that providing false information is an offence and could result in the application being rejected, summary dismissal if the applicant has been selected or referral to the police/DBS.

### **3. Job Descriptions and Person Specifications**

Job Descriptions are finalised prior to taking any other step in the recruitment process. They accurately and clearly set out the duties and responsibilities of the job role. The Person Specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise required to do the job.

### **4. References**

References are obtained on shortlisted candidates prior to interview, unless the applicant has expressly indicated on their application form that they do not wish their current employer to be contacted at that stage. In the event that this is not achievable, they will always be taken up before any offer of employment is confirmed. Reference requests will include specific enquiries about the applicant’s background in relation to safeguarding.

All offers of employment are subject to the receipt of at least two satisfactory references, one of which must be from the applicant’s current, or most recent employer. If the current/most recent employment does not involve work with children, then the second reference should be from this context if possible. References will always be sought and obtained directly from the referee and any anomalies or discrepancies will be followed up. The Academy does not accept “open” references, testimonials or references from relatives. All references will be vetted and verified that they have come from the person, to whom the request was sent.

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Post-interview references are requested for successful candidates in order to obtain details of absence records.

In addition, as part of the shortlisting process, the Academy will carry out an online search to identify any incidents or issues that have happened, and are publicly available online including, but not limited to, general Google searches and information available on social media accounts. The Academy may explore the outcome of the search further with the applicant at interview. Any information found will be kept safe and secure, and will only be shared with those directly involved with the recruitment process for the post concerned.

## **5. Interviews**

All applicants invited to interview will be required to bring evidence of their identity, address and qualifications in the form of original documents. Interviews will be face to face, except in extreme circumstances and wherever possible will include at least three interviewers, one of whom will have completed Safer Recruitment Training. Applicants will be specifically asked if they wish to notify the recruiting panel of any information, before a DBS check is carried out. Safeguarding will be addressed through the structure of interview schedule by the interviewer who has completed Safer Recruitment Training. Additionally, the Selection Panel should sign each other’s interview notes before the paperwork is passed to the HR Manager.

## **6. Offers of Appointment**

All offer letters state that the offer of appointment is conditional upon receipt of satisfactory references, evidence of qualifications, and clearance by the DBS/DfE. In accordance with the recommendations set out in Keeping Children Safe in Education, the Academy carries out a number of pre-employment checks in respect of all prospective employees. This will include verification of the employee’s identity and the receipt of two references, one of which will be the candidate’s current employer, where applicable.

The Academy must be satisfied that the applicant is not, and has never been, the subject of a sanction, restriction or prohibition issued by the National College for Teaching and Leadership (or any predecessor or successor body) or by a regulator of the teaching profession in any other European Economic Area country. The Academy must also be satisfied that the employee is not on the Children’s Barred List or subject to a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008.

The Academy will require a Certificate of Good Conduct for anyone who has worked or lived outside of the UK since 18 years old.

Proof will need to be provided of all name changes.

In addition, the Academy will verify that the employee is medically fit to undertake the role, that they have the right to work in the UK and that their professional qualifications are accurate. All appointments are subject to a probationary period, during which time a reduced notice period applies, enabling termination of the employment for whatever reason in a shorter time frame than would normally apply under the standard terms of their contract. The Academy’s disciplinary and capability procedures do not apply during this probationary period. The Academy reserves the right to extend this probationary period should it deem this necessary.

While it is normal for DBS checks to be completed in advance of the employee taking up their position, it may be possible for employment to commence where all other recruitment checks

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have been completed satisfactorily, providing that the new employee is kept under supervision at all times. A Risk Assessment will be carried out to ensure all risks have been identified and actioned accordingly. DBS checks should be re-done every three years.

## **Promotion**

All internal promotions will be subject to the same checks outlined above to ensure any internal appointments are in line with this Safer Recruitment Policy.

## **Agency staff**

Agencies will be required to ensure evidence is provided to ensure all supply staff have been subject to the checks outlined above.

## **7. Induction Programme**

All new employees will be given an induction programme that clearly identifies the Academy’s policies and procedures for safeguarding, including the Safeguarding Policy, Keeping Children Safe in Education and the Staff Conduct Policy.

## **8. Single Centralised Register (SCR)**

A single centralised record of recruitment and vetting checks (SCR) is maintained in accordance with national requirements. The SCR will contain the following details:

- All employees of the Academy
- All employees contracted as supply staff
- All staff of contractors who are in the Academy on a regular basis
- All peripatetic teachers and coaches
- All volunteers who work regularly within the Academy
- All Governors of the Academy

## **9. Record Retention**

The records of successful applicants will be retained on their personnel file. These will include documents used to verify identity, right to work in the UK, medical fitness and qualifications. Photocopies of all documents belonging to unsuccessful candidates will be destroyed six months after the recruiting process, in accordance with the Data Protection Act (2018).

## **10. Monitoring and Evaluation**

The Governing Body has delegated to the Principal the responsibility for reviewing the implementation and effectiveness of this policy. The Governing Body will approve all major changes to this policy. The policy will be promoted and published throughout the Academy.

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### **Related Academy Policies and Documents:**

- Disclosure & Barring Policy
- Equality Policy
- Keeping children safe in education: information for all school and college staff (not a policy but a document)
- Procedure for the Appointment of Staff Policy
- Equality Policy
- Safeguarding Policy