



# **POLICY FOR SAFER RECRUITMENT**

**Due for review: Spring 2018**

## SAFEGUARDING

The safeguarding of all pupils and adults is of paramount importance to us. St Joseph's Convent Preparatory School is committed to safeguarding and promoting the welfare of the whole school community. We aim to create and maintain a safe learning environment where all adults and children feel safe, secure and valued and know that they will be listened to sensitively. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

## INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures throughout St Joseph's Convent Preparatory School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education – September 2016 and Dealing with allegations of abuse against teachers and other staff – DfE 2012

The school will:

- Ensure that at least one member of the interview panel has received safer recruitment training
- Implement robust recruitment procedures and checks for appointing staff and volunteers
- Ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.
- Keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements
- Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
- Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and the penalty.

## INVITING APPLICATIONS

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

“St Joseph's Convent Preparatory School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a completed Enhanced Disclosure and Barring Service check.

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 (if applicable)
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

A curriculum vitae cannot be accepted in place of a completed application form.

#### IDENTIFICATION OF THE RECRUITMENT PANEL

In accordance with Keeping Children Safe in Education September 2016 at least one member of the Selection and Recruitment Panel will have successfully completed training in 'Safer Recruitment'.

#### SHORT LISTING AND REFERENCES

- Candidates will be short listed against the person specification for the post.
- Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006.
- Where candidates have obtained qualifications abroad, a certified comparability check by NARIC will also be required.
- Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.
- References must be in writing and be specific to the job for which the candidate has applied
- Open references or testimonials are not acceptable.
- The school will not accept references from relatives or people writing solely in the capacity of a friend.
- References will be sought directly from the referee, and where necessary they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Applicants current post and salary
- Sickness record
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview. Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and from which no further issues have been raised, are not likely to cause concern. More serious or recent issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

## INVITATION TO INTERVIEW

Candidates called to interview will receive:

- A letter/email 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 (if applicable)
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

## THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face.

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.

## RECORD RETENTION/DATA PROTECTION

The school will retain all interview notes on all applicants for a 6 month period, after which time the notes will be destroyed (ie: shredded). The 6 month retention period will allow the school to deal with any data access requests, recruitment complaints or respond to any complaints made to the Employment tribunal.

The applicants have a right to request access to notes written about them during the recruitment process. Applicants who wish to access their interview notes must make a subject access request in writing to the chair of the panel / Head Teacher within 6 months of the interview date.

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data protection Policy.

## EMPLOYMENT CHECKS

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Complete a disqualification declaration
- Provide proof of eligibility to live and work in the UK

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.

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

#### INDUCTION

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their mentor
- Meet regularly with their line manager
- Attend any appropriate training

#### SUPPLY STAFF

St Joseph's Preparatory School will only use those 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. St Joseph's Preparatory School will carry out identity checks when the individual arrives at school.

#### PERIPATETIC STAFF

St Joseph's Preparatory School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff