



The Governing Body is committed to the safeguarding of children so all Staff Appointments are subject to a satisfactory Enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Introduction

This Policy sets out the requirements of recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children of young people
- identify and reject applicants who are unsuitable for work with children of young people

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools, notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.

Interview Panel

At least one member of each interview panel must have completed the Safer Recruitment in Education Online Training through the Department for Education website.

Inviting Applications

Advertisements for posts will include the statement *The Governing Body is committed to the safeguarding of children so all staff appointments are subject to a satisfactory enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.*

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

- Job Profile and Person Specification;
- the schools' Child Protection Policy;
- the schools' Safer Recruitment in Education Policy;
- an Application Form.

All prospective applicants must complete, in full, an Application Form.

Short-listing and References

Short-listing of candidates will be against the Person Specification for the post.

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

References will be sought directly from the Referee. References or Testimonials from the candidate will never be accepted.

Where necessary, Referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidates' 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 the post.

School employees are entitled to see and receive, if requested, copies of their Employment References.

The Selection Process

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.

Employment Checks

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 complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

Induction

All staff 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).