

SAFER RECRUITMENT POLICY

INTRODUCTION

St. Nicholas school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 to work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

STATUTORY REQUIREMENTS

The school will comply with the statutory requirements for the appointment of Headteachers and Deputy Headteachers and will take advice from Schools Personnel Service

IDENTIFICATION OF RECRUITERS

Each Interview panel will have at least one recruiter who has received accredited training in safer recruitment processes.

INVITING APPLICATIONS

- All posts will be advertised by means of a formal notice on the staff room notice board as a minimum.
- Advertisements for posts will include the statement:
“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”
- Prospective applicants will be supplied with the following
 - Job description and person specification
 - School’s Safeguarding Policy
 - Schools Recruitment Policy
 - Selection procedure for the post
 - 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
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Emotional resilience in working with challenging behaviours
 - Attitude to the use of authority and the maintenance of discipline
- 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 provided by 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 any anomalies or discrepancies. A detailed written note will 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 candidates suitability for the post
 - The Schools Personnel Service reference pro-forma will be used
- 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
- Before the interviews the panel will have:
 - Reached a consensus about the required standard for the job
 - Agreed the issues to be covered and who will ask about them
 - Agree assessment criteria in accordance with person specification
- Candidates will always be required to provide:
 - Satisfactory explanations for any gaps in their employment history
 - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - To declare any information that is likely to appear on a CRB disclosure
 - To demonstrate their capacity to safeguard and protect the welfare of children and young people

EMPLOYMENT CHECKS

- All shortlisted applicants are required to :
 - Provide proof of identity
 - Provide actual certificates of qualifications
- All successful applicants are required to
 - Complete a CRB disclosure application and receive satisfactory clearance
 - Complete a confidential health questionnaire
 - Provide two satisfactory references if they have not arrived by short listing
 - Provide proof of eligibility to work in the UK (work permits or other evidence of the ability to work) if required

INDUCTION

- All staff who are new to the school will receive induction training that will include the school's Safeguarding Policy and guidance on safe working practices
- Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate manager

MONITORING AND REVIEW

This policy will be monitored on a yearly basis by the Curriculum Co-ordinator to keep up to date with any adjustments to statutory legislation or curriculum and any changes will go via the Governing Body when necessary.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Safeguarding Policy Personal Leave Policy Health and Safety Policy Behavioural Management Policy Whistleblowing Policy Volunteers Policy

STEPHEN KING REVIEWED TERM 3 2017
