

# St Nicholas School

## Safer Recruitment Policy



## St. Nicholas School Canterbury

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| <b>Policy Created</b>                  | <b>10<sup>th</sup> July 2024</b> |
| <b>Governing Body Committee</b>        | <b>LCS Committee</b>             |
| <b>SLT responsibility</b>              | <b>Stephen King</b>              |
| <b>Date Reviewed by Governing Body</b> | <b>FGB – 5/10/2024</b>           |
| <b>Date of Next Review</b>             | <b>July 2025</b>                 |

## **SAFER RECRUITMENT POLICY**

### **INTRODUCTION (INCLUDING DEFINITION)**

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. This policy fully complies with Keeping Children Safe in Education 2024.

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.

"It is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures" KCSIE, 2024.

### **STATUTORY REQUIREMENTS**

The school will comply with the statutory requirements for the appointment of Headteachers and Deputy Headteachers and will take advice from HR Connect.

### **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 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 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 DBS disclosure
  - To demonstrate their capacity to safeguard and protect the welfare of children and young people

Candidates will complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:

- If they have a criminal history
- Whether they are included on the barred list
- Whether they are prohibited from teaching
- Information about any criminal offences committed in any country in line with the law as applicable in England and Wales

- Any relevant overseas information
- Sign a declaration confirming the information they have provided is true
- Sign and date their application form.

## **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 DBS 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.
  - A person's right to work in the UK will be checked, if appropriate
  - Where a person has lived or worked outside the UK, further checks may also be made.

NB: Enhanced DBS (with barred list, where appropriate) checks are sought for all people who are engaged in regulated activity, including volunteers. All trainee teachers / students are likely to be engaging in regulated activity and their Enhanced DBS checks will be organised by their training provider.

Although the school is not obliged to re-refresh the DBS checks every 3 years of all staff who are remaining in service at the school, the school has organised an ongoing programme of new checks for those staff who have worked at the school the longest.

## **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 6 months of employment (probation period) between the new employee and the appropriate manager.

## **SAFER RECRUITMENT TRAINING**

- All DSL-trained staff have undergone Safer Recruitment Training
- The Office Manager, who completes DBS checks, has undergone Safer Recruitment Training
- 3 Governors (including the Chair / Vice-Chair of the Governing Body and the safeguarding governor) have undergone Safer Recruitment Training.
- The school accesses the HAYS online Safeguarding training for its annual child protection and / or Safer Recruitment training

## **MONITORING AND REVIEW**

This policy will be monitored on a yearly basis by the DSL / Deputy DSL 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.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:

- Provide equal opportunity for all;
- Foster good relations, and create effective partnership with all sections of the community;
- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- 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**

CHILD PROTECTION POLICY  
PERSONAL LEAVE POLICY  
SICKNESS/ABSENCE POLICY  
PAY  
HEALTH AND SAFETY POLICY  
POSITIVE BEHAVIOUR SUPPORT POLICY  
STAFF CODE OF CONDUCT  
GRIEVANCE  
SCHOOL DISCIPLINE AND CONDUCT  
WHISTLEBLOWING POLICY  
VOLUNTEERS POLICY