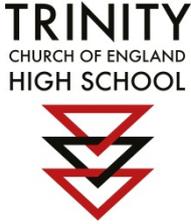


## SAFER RECRUITMENT POLICY

 <p><b>TRINITY</b> CHURCH OF ENGLAND HIGH SCHOOL</p>	<b>Reviewed by:</b>	Governors' Personnel Committee
	<b>Approved by:</b>	Full Governing Body
	<b>Date approved:</b>	9 <sup>th</sup> July, 2019
	<b>Next review due by:</b>	End of 2021/22 academic year

### AIM/PURPOSE

The aim of the policy is to embed safer recruitment practices and procedures and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people.

### GENERAL PRINCIPLES

This policy complies with the guidance outlined in "Safeguarding Children and Safer Recruitment in Education – June 2015" and 'Keeping Children Safe in Education 2018'.

The following practices will ensure safe and fair recruitment and selection of all staff and volunteers:

- ◆ attracting the best possible candidates/volunteers to vacancies
- ◆ deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- ◆ identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

The school is committed to using disciplinary procedures to deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices. There is a duty to refer to the Disclosure Barring Service (DBS) any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a student. Any concerns which arise before the completion of the process may also be referred.

### SAFER RECRUITMENT AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

#### **1. Roles and Responsibilities**

The Governing Body of the school will:

- ◆ ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements.
- ◆ monitor the school's compliance with them.
- ◆ ensure that appropriate staff and governors have completed safer recruitment training.

The Head will:

- ◆ ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
- ◆ ensure that all appropriate checks have been carried out on staff and volunteers in the school.
- ◆ monitor any agencies compliance with this document.

- ◆ promote the safety and well being of children and young people at every stage of this process.

## **2. Inviting Applications**

- ◆ All advertisements for paid or unpaid posts will include the following statement: “Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced DBS 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.
  - An application form.
- ◆ Prospective applicants must complete, in full, and return a signed application form.
- ◆ Candidates submitting an application form on line will be asked to sign the form if called for interview.
- ◆ A curriculum vitae will not be accepted in place of a completed application form.

## **3. Identification of the Recruitment Panel**

- ◆ At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

## **4. Short Listing and References**

- ◆ Candidates will be short listed against the specification for the post.
- ◆ Two references, one of which must be from the applicant’s current/most recent employer, will be taken up before offer of a job is made.
- ◆ References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Written record will be kept of such exchanges.
- ◆ Referees will be asked specific questions about the following:
  - The candidates 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.
- ◆ Referee requests will include the following:
  - Applicant’s current post and salary.
  - Sickness record.
  - Attendance record.
  - Disciplinary record.
- ◆ All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## **5. Invitation to Interview**

- ◆ Candidates called to interview will receive:
  - Details confirming the interview and any other selection techniques.
  - Details of the interview day including details of the panel members.
  - Details of any tasks to be undertaken as part of the interview process.
  - The opportunity to discuss the process prior to the interview.
  - Details of the documents required to present upon arrival, i.e. ID and, if required, DBS certificate and qualifications.

## **6. 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 an ability to safeguard and protect the welfare of children and young people.

## **7. 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 disclosure application (or prove they are signed up to the DBS Update Service) and receive satisfactory clearance
  - Provide proof of professional status. Teaching qualifications will be checked using the school's DfE account under the 'Teacher Services – Employer Access' page. For Leadership Team positions, the Section 128 barring list will be checked.
  - Provide original certificates of qualifications.
  - Complete a confidential health questionnaire.
  - 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.

## **8. Induction**

- ◆ Staff and volunteers who are new to the school will receive the school's safeguarding training.
- ◆ Successful candidates will undergo a period of monitoring and will:
  - Meet regularly with their line manager.
  - Attend any appropriate training.

## **9. Supply Staff**

- ◆ Trinity CE High School 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.
- ◆ Identity checks when an individual arrives at school will be carried out.

## **10. Peripatetic Staff**

- ◆ All necessary check and DBS requirements will be required for peripatetic staff.

## MONITORING AND EVALUATION

The policy will be the responsibility of the Governors' Personnel Committee, advised by the Head and Personnel Deputy, and ratified by the Full Governing Body.