



## **APEX EDUCATION ALTERNATIVE PROVISION SAFER RECRUITMENT POLICY**

Policy approved by: **Directors**

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### **Contents:**

1. Introduction
2. General
3. Training
4. Role Profiles/Person Specifications
5. Job Advertisements
6. References
7. Shortlisted Candidate Information Form
8. Interviews
9. Pre-Employment Checks
10. DBS Checks
11. Overseas Criminal Record Checks
12. Overseas Teachers

### **Introduction**

To ensure our recruitment practices help deter, reject or identify people who might pose a risk to children Our Safer Recruitment Practices will help:

Deter applicants with inappropriate motivations as they will not see the school as a 'soft target' and they will not see opportunities to abuse.

Detect inappropriate behaviour at the earliest opportunity and respond decisively by rejecting the applicant.

Prevent opportunities for abuse by proactively managing the environment, assessing risk and creating clear expectations of standards of behaviour.

## **Provisions**

This section covers Safer Recruitment provisions that must be implemented.

## **2. General**

We will ensure compliance with Keeping Children Safe in Education statutory Guidance.

## **3. Training**

A minimum of one person on a recruitment panel must have completed Safer Recruitment Training. The training will cover, at a minimum, the content of the statutory guidance 'Keeping Children Safe in Education'.

It is best practice to have someone that has received Safer Recruitment training at each stage of the recruitment process e.g. shortlisting

## **4. Role Profiles/Person Specifications**

Role Profiles/Person Specifications must include a statement illustrating that safeguarding and promoting the welfare of children is an essential requirement of the role.

Example: You are required:

- To safeguard and promote the welfare of all children.
- To understand and follow our safeguarding policies and procedures.
- To appropriately raise any issues of concern in order to protect children.

## **5. Job Advertisements**

Job advertisements must include a statement illustrating our commitment to safeguarding and promoting the welfare of children.

Adverts must illustrate that the preferred candidate will be subject to a DBS Check.

## **6. References**

(Please refer to 'Guidance on completing pre-employment checks')

References must be requested for all applicants invited for interview and must be returned and scrutinised prior to interview. Only where an applicant has not given consent for a reference to be obtained from their current employer prior to interview, will a reference be requested after interview for the preferred candidate. References for external appointments must: Be a minimum of 2 references; cover a minimum 5-year period; Include their last employer where they worked in a school; Include the reasons for leaving. References must be independently verified, by: Telephoning the author to confirm they provided the reference; and checking the existence of the employer/school (phone book or internet search).

## **7. Shortlisted Candidate Information Form**

Applicants invited to interview must complete the Shortlisted Candidate Information Form prior to interview. Where required, content contained on the form will be discussed by the applicant and the chair at interview.

## **8. Interviews**

Recruiters are responsible for carefully scrutinising Application Forms, Shortlisted Candidate Information Forms and References in order to identify any anomalies, employment gaps or safeguarding concern, which will then be discussed and understood at interview. The Interview Panel must ask questions that cover safeguarding, example questions are available in appendix A.

## **9. Pre-Employment Checks**

(Please refer to Guidance on completing pre employment checks')

The successful candidate must not commence employment prior to the completion of satisfactory pre-employment checks. This includes checking: References Shortlisted Candidate Information Form Qualifications and membership to a Professional Body Right to Work in the UK A Medical A DBS Any overseas checks (where applicable) for example a Certificate of Good Conduct Prohibited Teacher Status check (where applicable) Qualified Teacher Status Check (where applicable) Section 128 check (where applicable)

Note: in addition to the above, as per paragraph 220 of the KCSIE guidance document published in September 2022, schools should consider carrying out an

online search as part of their due diligence on the shortlisted candidates. Refer to 'Guidance on Completing Pre-Employment Checks' for more information.

## **10. DBS Checks**

(Please refer to information is in the DBS Guidance)

Where the successful applicants DBS certificate contains information the positive disclosure process must be followed.

## **11. Overseas Criminal Record Checks**

(Please refer to information is in the DBS Guidance)

If the successful applicant has lived or worked overseas in the last 5 years, they must obtain a certificate of good conduct or appropriate criminal records information for their time that has been spent overseas, where possible. For those that lived or worked overseas more than 5 years ago, the decision is with the school as to whether this is required. Where a certificate of good conduct contains information, the positive disclosure process must be followed.

## **12. Overseas Teachers**

Teachers that have taught overseas will be requested to provide a letter of professional standing issued by the professional regulating authority in the country in which they worked. 2.12 Induction All new members of staff will be given an induction which will clearly identify our policies and procedures and where to find them. This will include: Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety Discipline and grievance, capability and Whistleblowing Policy, Raising a concern.