

SAFER STAFF RECRUITMENT POLICY

This document has been adopted from Manchester Secondary PRU. This policy takes into account the Equality Act (2010) which highlights actions and behaviours which are unlawful such as: direct / indirect discrimination, failing to make reasonable adjustments for disabled pupils or staff, harassment related to a protected characteristic, victimisation.

1. INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout IncludEd and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in *'Safeguarding Children and Safer Recruitment in Education-January 2007'* and *Dealing with allegations of abuse against teachers and other staff – DfE 2012*.
- 1.2 This policy reinforces the conduct outlined in the Government Office North West *'Guidance for Safer Working Practice for Adults who Work with Children and Young People'* as well as the school's whistle blowing policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
 - 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
- 1.4 IncludEd is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.
- 1.7 The Head of Centre will check for updated relevant information about staff every 3 years.

2. ROLES and RESPONSIBILITIES

2.1 The Advisory Panel and the Head of the school of 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 members of the Advisory Panel have completed safer recruitment training

2.2 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 contractors and agencies compliance with this document
- promote the safety and well being of children and young people at every stage of this process

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

"IncludEd is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and Barring Services disclosure."

3.2. 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 and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4. Candidates submitting an application form completed on line will be asked to sign the form if called for an interview.

3.5 A curriculum vitae will not be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

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

5. SHORT LISTING AND REFERENCES

- 5.1 Candidates will be short-listed against the person specification for the post.
- 5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.
- 5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Referees will be asked specific questions about the following:
- The candidate's 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
- 5.6 Reference requests will include the following:
- Applicants current post and salary
 - Sickness record
 - Attendance record
 - Disciplinary record
- 5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. INVITATION TO INTERVIEW

- 6.1 Candidates called to interview will receive:
- A letter confirming the interview and any other selection techniques
 - Details of the interview day including details of the panel members
 - Further copy of the person specification
 - Details of any tasks to be undertaken as part of the interview process
 - The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

- 7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 7.2 Interviews will always be face-to-face.
- 7.3 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 their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

- 8.1 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 and receive satisfactory clearance
 - Provide proof of professional status
 - Provide actual certificates of qualifications
 - Complete a confidential health questionnaire
 - Provide proof of eligibility to live and work in the UK
- 8.2 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.
- 8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

9. INDUCTION

- 9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.
- 9.2 All successful candidates will undergo a period of monitoring and will:
- Meet regularly with their induction tutor
 - Meet regularly with their line manager
 - Attend any appropriate training

10. SUPPLY STAFF

- 10.1 IncludEd will 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.
- 10.2 IncludEd will carry out identity checks when the individual arrives at school.

11. PERIPATETIC STAFF

- 11.1 IncludEd will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.