**Silver Birch School**

**Selection and Recruitment policy**

**Issued:** 26/06/13

**Reviewed:** 02/09/19

**Next review date:** August 2020

**Policy Statement**

• This policy is written with reference to Safeguarding Children and Safer Recruitment in Education(2007) Safeguarding Children in Education” Keeping Children Safe in Education’

(2015) and Working together to safeguard Children (HM Government 2010)

Silver Birch School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We recognise that experience has shown the importance of organisations that provide services to children operating selection and recruitment procedures that seek to help deter, reject or identify people who might abuse children, or are otherwise unsuited to work with children and young people.

The Selection and Recruitment procedures adopted by Silver Birch School will refer to everyone who works with us and has contact with, supervision of and responsibility for children and young people under the age of 18. This will include staff who work for and volunteer for the school and are therefore within the educational setting of Silver Birch School and who may therefore be viewed by children as safe and trustworthy adults

Silver Birch School acknowledges the need for safe practice in recruitment through embedding issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the Selection and Recruitment process.

The main elements of this process are:

* Clear commitment to child protection in job advertisements

* Reference to responsibility for safeguarding children in job descriptions/SLA’s

* Obtaining and analysing comprehensive candidate information and resolving gaps, errors and discrepancies

* Verification of identity & address

* Verification of qualifications/certification claimed

* Verifying health and physical capacity for the job

* DBS Enhanced Check\*, check of List 99

* The provision of two written references

Silver Birch School is committed to continuing awareness and will induct all new staff in its Child Protection Policy and procedures and provide training and refresher training, alongside the creation and maintenance of an environment in which learners feel safe to share.

\* Should candidates not declare criminal convictions that subsequently appear on their DBS check they will be automatically disqualified from employment as a breach of trust will have been deemed to have occurred.

In cases where criminal convictions have been declared, whether or not these preclude the candidate from being offered a position will be based on a decision of the Principal and Shard End Community Centre’s Manager.