

# Glebe Academy

## Safer Recruitment Policy



*'Achieving Together'*

**Approved by the Governing Body of Glebe Academy**

**Link Governor: Mr Tim Griffin**

**Date: November 2013**

**Reviewed: March 2017 To be reviewed every two years**

## **Introduction**

The measures in this policy will be applied to everyone that works within Glebe Academy and who are likely to be perceived by the children in our school as a safe and trust worthy adult.

This policy will also be applied to volunteers, contractors and any other external agency workers that either are responsible for children as a result of their work or who may come into regular contact with children.

The purpose of this policy is to set out safe guarding guidance throughout the recruitment process of employing new staff within Glebe Academy and 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 during the recruitment who are unsuitable for work with children and young people.

The contents of this policy have been adapted from THE guidance by the DfE on Safe guarding Children in Education, 2016 Chapters 3 & 4. It also makes reference to the training requirements to ensure safer recruitment policies are adhered to.

## **The Recruitment Panels**

On any interview panel there will always be at least one member of the panel with safer recruitment training. This training has currently been completed by Suzanne Oakes-Smith Vicki England, Tim Griffin and Claire Armstrong. Certificates of training will be valid for three years.

## **Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All

Post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document); □ the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form. CV's submitted without a completed application form will not be accepted.

## **Short listing of Candidates**

Short-listing of candidates will be against the person specification for the post.

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 e mail 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 candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to □ the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

**Two references will be sought whenever possible prior to appointment and all appointment offers will be made conditionally until references have been returned.**

**References must be submitted on the academy Reference Request Form.**

## **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 (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **Employment Checks**

All successful applicants are required:

- to provide proof of identity – this should be passport, driving licence and/or birth certificate in the first instance alongside proof of address. (see DBS guidance)
- to complete a Disclosure and Barring Service (DBS form) disclosure application and receive satisfactory clearance. This is completed online and guidance can be sought from the school office.
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire and if required attend an occupation health appointment.
- to provide proof of eligibility to live and work in the UK
- Provide qualified teacher number (if a teaching post)

## **Induction**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s). All staff will complete Level 1 Safe

Guarding Children as soon as possible after employment commences which will be refreshed every three years.

Every effort will be made to ensure that DBS checks and the teaching barring list checks have been obtained/carried out prior to an individual starting work. If this has not been practically possible than employees may begin work at the discretion of the Academy but will under no circumstances be left unsupervised until such checks have been returned.

## **Records**

The school retain all recruitment paperwork, applications and interview notes for a period of one year after the post has been advertised regardless of whether the post is successfully filled.

The school will be responsible for keeping and maintaining a single central record detailing the range of checks carried out on staff including volunteers and regular visitors to school. This will include the checking of Right to work in the UK, qualifications, checking the DFE teacher barring and recruitment site and assigning teachers to the academy.

In the case of agency staff a service level agreement must be provided to the academy ensuring through the contract that the agency carries out these checks on behalf of their employee and where appropriate can provide a copy of an individuals' DBS check for the academy's reference. This aspect of the policy should also be applied to work experience placements and students.

**DBS checks will be valid and renewed every three years or sooner if concerns arise.**

Valid DBS certificates will only transferred/accepted for new employees coming from schools that purchase the HR Service Level Agreement from Stoke on Trent City Council.

## School Visitors

Every visitor to school will not be required to complete a DBS check if the purpose of their visit is on an ad hoc basis, for short periods of time and contact with pupils is not necessary or restricted. Every **visitor will have to confirm their identity**, present photographic ID if requested, sign in and out of The Visitors Book and be appropriately escorted whilst on the premises by a member of school staff, the governing body or vetted volunteer.

Examples of visitors are:

- Visitors who have business with the SLT who will be supervised at all times and have limited contact with children
- People who visit numerous schools on a one off basis and have their own DBS in place such as visiting authors and poets.
- Contractors who attend to carry out emergency repairs and who will not be left unsupervised or will attend when no pupils are on site.
- Parents – either as part of a class assembly, sporting event or to accompany staff and children on a one off trip and will not be left unsupervised with children (does not apply to residential trips where a DBS check must be in place)
- Secondary pupils on work experience placement under supervision at all times
- Initial teacher training tutors who attend to observe trainee teachers but not left unsupervised.

## Board of Directors

- All members of the Academy Trust and Board of Directors must have a valid DBS check in place which, in line with this policy is renewed every three years.
- For the appointment of a new member to the SLT (Principal, Vice Principal and School Business Leader) a member of the Board of Directors who has undertaken Safer Recruitment training must be present during the selection process and part of the interview panel.