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## 1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout the Trust, and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. The policy takes into the account the provisions of *'Keeping Children Safe in Education'* (DfE July 2015).
- 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 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 The CLIC Trust 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.
- 1.4.1 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.
- 1.5 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.
- 1.6 Admin teams will check for updated relevant information about staff every term.

## 2. Equal Opportunities

- 2.1 The Trust will abide by the existing legislation and, in particular, will not discriminate on the grounds of any of the protected characteristics listed in the Equality Act (2010), these being;
- Age
  - Disability
  - Gender reassignment
  - Race
  - Religion or belief
  - Sex
  - Sexual orientation
  - Marriage and civil partnership
  - Pregnancy and maternity.
- 2.2 The Governing body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

### 3. Identification of Recruiters

Subject to the availability of training, the CLIC trust will ensure the Headteacher, Deputy have successfully completed accredited training in safe recruitment procedures. In line with the requirements, one person on any appointment panel will have undertaken safer recruitment training.

### 4. Advertising and Inviting Applications

- 4.1 Advertisements for posts; whether in newspapers, journals or on-line, and application booklets issued to prospective candidates will include the following statement:
- 4.2 CLIC Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an *Enhanced Disclosure from the Disclosure and Barring Service (DBS)*.
- 4.3 Prospective applications will be supplied, as a minimum, the following:
  - job description and person specification
  - the CLIC Trust's Safer Recruitment Policy
  - the selection procedure for the post
  - an application form.
- 4.4 Advertisements for teaching posts will normally be placed on the school website and on a suitable national website.
- 4.5 Advertisements for support staff posts will normally be placed on that school website and on an appropriate local or national website, or if required in a local newspaper recruitment paper, or through local relevant noticeboards (eg Post Office).
- 4.6 In cases where a member of staff is employed on a fixed term contract for a post which then becomes available as a permanent post, that member of staff may be offered a permanent post without further advertising subject to approval by the Executive Principal.
- 4.7 For temporary posts, such as those to cover maternity leave, the advertisement will normally be placed on the school website and in some cases through national websites.
- 4.8 Where staff are invited to take on a management or leadership responsibility for a fixed term in an acting capacity, the acting post will be advertised internally and in some cases externally.
- 4.9 Advertisements will specify; the main subjects to be taught and / or the nature of any leadership allowance; the start date of the appointment and whether the post is permanent or fixed term and in the case of fixed term contracts, the end date of the contract; the remuneration for the post will be expressed in terms of the applicable pay scales and the closing date for applications will also be stated.

## 5. Applications

- 5.1 Prospective applicant will respond to the advertisement by requesting or downloading further information and an application form which includes an equal opportunities monitoring form. The application form will be returned to the school by the specified closing date accompanied by a supporting letter. Other forms of curriculum vitae are not acceptable in place of a completed application form.
- 5.2 Applications received after the public closing will not be considered unless there is clear evidence that the late receipt of the application has been caused by a postal delay or IT failure on school's part. Applicants are advised to submit their applications by email.

## 6. Short-listing and References

- 6.1 Where a large number of applications are received a short list of most suitable candidates will be selected. For the posts of Headteacher and Deputy Headteachers, then Governors will convene a short list panel. For all other posts, senior leaders will form the short list panel.
  - 6.1.1 Long listing will be carried out by considering each application against an agreed set of criteria. This will detail essential and desirable qualifications, qualities and experience for the post holder.
  - 6.1.2 Short listing will then be carried out by considering each application that meets the set criteria, in reference to the full job description and person specification.
  - 6.1.3 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.
  - 6.1.4 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.
  - 6.1.5 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.
  - 6.1.6 References will be sought for all applicants on the short list. Referees will be asked to complete the school reference request form which asks for confirmation about the suitability to work with children and whether the applicant has been subject to any disciplinary or capability procedures.
  - 6.1.7 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
- Applicants current post and salary
- Sickness record
- Attendance record
- Disciplinary record.

- 6.2 For posts where it is known that recruitment is likely to be difficult, references may be requested as the applications are received to reduce the time for the closing date to make the appointment. The school reserves the right to close applications early to meet the aims of this policy, although the expectation is that in most application processes this will not be the case.
- 6.3 All appointments are subject to satisfactory references, vetting procedures and DBS clearance and offer letters and final offers will not be made until these are complete.
- 6.4 All internal posts when the previous references included limited detail on working with children, internal references will be sought from senior leaders that must be counter signed by the Headteacher (for example Lunchtime Organisers applying for TA roles).

## 7. Inviting Applications

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

*"Name of school* is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check".

- 7.2. 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.
- 7.3 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.
- 7.4. Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
- 7.5 A curriculum vitae will not be accepted in place of a completed application form.

## 8. Identification of the Recruitment Panel

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

## 9. Invitation to Interview

- 9.1 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
  - Details of any tasks to be undertaken as part of the interview process
  - The opportunity to discuss the process prior to the interview.

## 10. The Selection Process

- 10.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.
- 10.2 Interviews will always be face-to-face.
- 10.3 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.

## 11. Employment Checks

- 11.1 An offer of appointment will be conditional and all successful candidates will be required to:
- Provide proof of identity
  - Complete an enhanced DBS 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.
- 11.2 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.

- 11.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

## 12. Induction

- 12.1 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.
- 12.2 All successful candidates will undergo a period of monitoring and will receive:
- Meet regularly with their line manager
  - Attend any appropriate training
- 12.3 Staff will be required to read, and confirm they have read, Part 1 of 'keeping children Safe in Education.'
- 12.4 Staff will be required to complete Level 1 Safeguarding in Education training, which will include training on the PREVENT duty.
- 12.5 Regular meetings will be held during the first three months of employment between the new employees and the appropriate line manager.

## 13. Supply Staff

- 13.1 CLIC Schools 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.
- 13.2. CLIC Schools will carry out identity checks when the individual arrives at school.

## 14. Peripatetic Staff

- 14.1 CLIC Schools will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.