



Safer Recruitment Policy

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Daventry Hill School places the highest levels of importance on safeguarding our pupils and will abide by all relevant legislation and best practice guidelines. This commitment to safeguarding and promoting the welfare of children and young people requires all staff and volunteers to share the same high levels of compliance and vigilance.

The welfare of children will be safeguarded at every stage of the recruitment process at Daventry Hill School. The recruitment process itself will be carefully planned, and each element of the process will be consistent and thorough. Information from applicants will be collated, analysed and evaluated in the context of child protection and welfare. The mix of qualities, qualifications and experience a successful candidate will need to demonstrate and any other particular matters will be clear in the advertisement.

The advertisement will make clear Daventry Hill School's commitment to safeguarding as described at the opening of this policy, and will refer to the need for the successful applicant to undertake an enhanced criminal record check via the Criminal Records Bureau (CRB). The recruitment exercise and who should be involved will be planned, giving sufficient time to organise the exercise so that safeguarding procedures are not overlooked. There will be a recruitment pack which will set out the extent of the responsibility for children the person will have. All people who work in Daventry Hill School have responsibility for children to some extent.

Scrutiny of applicant information from all sources including application forms in preference to CVs will focus on the following:

- Full identifying details of the applicant, e.g. current and former names, date of birth, current address and National Insurance number
- Applicants for teaching posts: QTS reference number if applicable
- Details of any academic/vocational qualifications the applicant has obtained and details of the awarding body and date of award
- Full history in chronological order since leaving secondary school of any post- secondary education/training, part-time and voluntary work, as well as full-time employment, with start and end dates and explanations for periods not in employment/education/training and reasons for leaving employment
- Presence of any family or close relationship to any of Daventry Hill School's trustees, governors or current employees
- Two references are expected. These should include most recent employer and the most recent employer when the applicant worked with children if different. Referees who are only friends will not be accepted
- The personal qualities and experiences that the applicant believes are relevant to the post advertised at Daventry Hill School, and how s/he matches the person specification
- Satisfactory adherence to a statement that the post is exempt from the Rehabilitation of Offenders Act 1 and therefore all convictions, cautions and bind-overs, including those regarded as spent must be declared.
- A statement for the applicant to sign that s/he is not on list 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no convictions, cautions, or bind-overs or has attached details of their record in a sealed envelope marked confidential.

References

References will be requested for shortlisted candidates. References will ask former

employees for

- Confirmation of particular experience or qualifications
- Any disciplinary offences relating to children, including any that are time expired
- Whether the applicant has been subject of any child protection concerns, and if so
- the outcome of any enquiry or disciplinary

Job Description

Will state:

- The main duties and responsibilities of the post
- The individual's responsibility for promoting well-being in a safe environment of children and young people s/he is responsible for or comes into contact with

Person Specification

Will state:

- The qualifications, experience and other requirements needed to perform the role in relation to working with children and young people
- The competences and qualities the applicant should be able to demonstrate
- How these requirements will be tested and assessed during the selection process

The interview will explore issues relating to safeguarding and promoting the welfare of children in terms of:

- _ Motivation to work with children and young people
- _ Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- _ Emotional resilience in working with young people with challenging behaviours
- _ Attitudes to use of authority and maintaining discipline

Information Pack

Will include:

- Application form and explanatory notes for completing it
- Job description and person specification
- Relevant information about Daventry Hill School
- A statement of the terms and conditions relating to the post

Scrutinising and Shortlisting

All applications will be scrutinised to ensure that:

- The information provided is consistent and contains no discrepancies
- Any gaps on employment are identified for later exploration
- Any history of repeated changes without career progression, or career moves from permanent post to supply or temporary work can be explored

All candidates will be assessed equally against the criteria within the person specification.

References

All references used in the recruitment process will be sought and obtained directly from the referees. Open references or testimonials will not be accepted. References will be sought for all shortlisted candidates. In exceptional circumstances a candidate may strongly object to a current employer being contacted prior to interview. The person conducting the process may agree to approach the referee only if the candidate is the preferred candidate. This is not preferred practice, and the post cannot be confirmed until the reference has been received and scrutinised. Reference requests will ask for objective information that can be verified. The referee will be provided with a job description and a person specification. Information requested will include:

- The relationship between the referee and the applicant
- How long the referee has known the applicant
- Whether the referee is satisfied that the applicant is suitable for the job in question
- and how s/he has demonstrated that s/he meets the person specification
- If the referee is completely satisfied that the applicant is suitable to work with children

If the referee is the candidate's current employer the following will be requested:

- Confirmation of the details of the applicant's current post, salary, and sick record
- Verifiable comments about the candidate's performance history and conduct
- Details of any disciplinary procedures the candidate has been subject to in which the sanction is current
- Details of any disciplinary procedures the candidate has been subject to involving issues relating to the health and safety of children or young people, including any in which the sanction has expired
- Details of any allegations or concerns that have been raised about the applicant in relation to the safety and welfare of children and young people or behaviour towards children or young people, and the outcomes of those concerns

On receipt the reference will be checked to see if all specific queries have been answered satisfactorily. If they have not the referee will be telephoned and asked to provide written details or amplification by telephone, which will be written down.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases where an issue was satisfactorily resolved some time ago or where an allegation was determined to be unfounded or did not require formal disciplinary action, and where no further issues have been raised will cause less concern than more serious or recent issues. A history of repeated concerns or allegations will give cause for concern.

Involving Students

Daventry Hill School will involve students in the recruitment process as far as is practicable. This may be as a separate panel with an adult supporting, or showing candidates around, or through being members of teaching groups. Candidates' interaction with students will be observed.

Interviews

The interview will assess the merits of the candidates against the job requirements. No candidate will be appointed without a face-to-face interview.

Invitation to Interview

This will remind candidates that the interview will include an exploration of their suitability to work with children. A copy of the person specification will be sent with the invitation to remind candidates of the areas that will be explored. The invitation will also stress that the successful candidate will need to be checked thoroughly to ensure their identity is correct and that an enhanced CRB form will need to be completed. S/he will need to bring:

- Current driving licence/passport or a full birth certificate and a document such as a utility bill or financial statement to confirm address
- Any name change will need the appropriate documentation
- Original documents confirming any educational or professional qualifications
- Work permit and related documentation if applicable e.g. ILtR

Interview Panel

Interviews will be conducted by a minimum of 2 interviewers, but usually 3 or more.

Panel members will:

- Have the authority to make decisions about appointments
- Be appropriately prepared
- Have met before the interview to agree on the required standard for the job they are appointing
- Have agreed the assessment criteria in accordance with the person specification
- Have agreed a set of questions they will ask all candidates relating to the requirements of the post, and the issues they will explore with each candidate relating to their application and references. Candidate's response to a question will determine if they are followed up.

Scope of the Interview

In addition to assessing and evaluating the applicant's suitability for the post the interview panel will also:

- Explore the candidate's attitude towards children and young people
- Assess their ability to support Daventry Hill School's agenda for safeguarding and promoting the welfare of children
- Explore gaps in the candidate's employment history
- Follow up concerns or discrepancies arising from the information provided by the candidate and/or referee
- Ask the candidate if there is anything they wish to declare in the light of the need for an enhanced CRB check

Conditional offer of Appointment

Pre Appointment checks: an offer of appointment to the successful candidate will be conditional on:

- The receipt of 2 satisfactory references
- Verification of the candidate's identity
- An enhanced CRB check
- Vetting checks as required
- Verification of qualifications
- Verification of professional status if applicable

Governors

All Governors will be required to have an enhanced CRB check

Supply Staff

Where supply staff are employed directly by Daventry Hill School we will complete all relevant checks as described in the recruitment section of this policy. Where staff are provided by an agency Daventry Hill School will obtain written confirmation from the agency that the checks required by Daventry Hill School's safeguarding policy for non supply staff have been followed.

Staff from Overseas

Daventry Hill School will confirm the right of those they employ to work in the United Kingdom. Staff who have lived outside of the UK must undergo the same checks as all other staff, including full enhanced CRB checks. In addition, Daventry Hill School will make further checks as we consider appropriate: e.g. obtaining certificates of good conduct from embassies, or police forces. If the applicant is from a country where further information is not available e.g. a refugee, then further references will be sought followed up by telephone calls. If it is ever necessary to engage a member of staff before the CRB disclosure has been obtained Daventry Hill School will ensure that the person is appropriately supervised.

Records

Records of all checks will be kept with dates of the check and the name of the individual who made the check will be held on the Single Central Register

Post Appointment Induction

Daventry Hill School will run an induction programme for all new staff and volunteers. This will include:

- Policies and procedures in relation to safeguarding and promoting welfare, child protection, anti bullying, antiracism, physical intervention and restraint, internet
- safety and any local child protection/safeguarding procedures.
- Safe practice and the standards of conduct and behaviour expected of staff and students at Daventry Hill School.
- How and with whom any concerns should be raised
- Other relevant personnel procedures e.g. disciplinary, capability and whistleblowing

- Training in child protection procedures and safer recruitment will be given

Maintaining a Safer Culture

Daventry Hill School will:

- Maintain a clear written statement of the standards of behaviour and boundaries of appropriate behaviour expected of staff and students and ensure it is understood and endorsed by all
- Ensure appropriate induction and Safer Recruitment training
- Offer regular briefings and discussion of relevant issues

Monitoring Staff Turnover

Daventry Hill School will monitor both the recruitment process and induction arrangements by monitoring the following:

- Staff turnover and reasons for leaving
- Exit interviews
- Attendance of new recruits at child protection training

Governors will discuss, possibly amend and then ratify this policy, after which it will be reviewed annually.