



RIDGEWOOD
SCHOOL

Safer Recruitment Policy

Policy: Safer Recruitment Policy	Effective Date: November 2013
Revision Number: New Policy	Revised:
Reviewable: As Required	Author: Recruitment Team

Contents

INTRODUCTION 3

INVITING APPLICATIONS 3

SHORT-LISTING AND REFERENCES 3

THE SELECTION PROCESS 4

EMPLOYMENT CHECKS..... 4

APPOINTMENT OF SUPPLY STAFF 4

APPOINTMENT OF VOLUNTEERS/WORK EXPERIENCE ETC. 4

INDUCTION..... 5



INTRODUCTION

The purpose of this policy is to set out the School's recruitment process which aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.
- ensure that the person is suitable for the position to which the person is appointed.

This policy reflects the guidance from the DfE on Safeguarding Children and Safer Recruitment in Education. It also reflects the training in Safer Recruitment that has been completed by a number of staff and subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

A copy of the school's Safer Recruitment Policy and Recruitment of Ex-Offenders Policy are displayed on the school's website at all times in the Vacancies section.

INVITING APPLICATIONS

Advertisements for posts will state that the post is subject to an enhanced DBS check and will also include the statement: "The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Dependent on the vacancy the post may initially be advertised "internally". The School may advertise the vacancy externally, if necessary, before interviews take place.

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

- job description and person specification;
- department description (teachers only);
- the School's child protection policy;
- an application form;²
- information about the School;

All external applicants must complete, in full, the School's standard application form. Internal applicants must complete a new application form. CVs are not acceptable as substitutes for fully completed application forms.

SHORT-LISTING AND REFERENCES

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

References will be taken up on short listed candidates prior to interview unless otherwise stated on the application form.

Where practical at least one reference should be from the employer with whom the applicant most recently worked with children.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references.

References or testimonials provided by the candidate will not be accepted.

Referees will be contacted by telephone when applicable to clarify any anomalies or discrepancies. A detailed written note, dated and signed, will be made of such exchanges.

Where a candidate has not named their current/most recent employer as a referee, the school will contact the candidate to discuss this.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

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

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

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates. At least one member of the interview panel will have been involved in the shortlisting process.

Candidates will always be required at their interviews:

- to provide proof of identity;
- 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 an Enhanced DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required before taking up employment:

- to provide proof of identity;
- to complete an Enhanced DBS check for regulated activity (which includes a check against the Barred List) and receive satisfactory clearance. Where the applicant has lived outside the UK, further checks (including, where available, police checks from the overseas countries) will be carried out if the Enhanced DBS check is not sufficient to establish suitability to work with children.
- to provide original certificates of qualifications listed on the application form
- to complete a confidential health assessment form followed up, where appropriate, by an enhanced medical questionnaire, and the offer of employment will be subject to satisfactory receipt of these medical checks
- to provide proof of eligibility to work in the UK.

All pre-employment checks/risk assessments will be fully completed before the new person starts work.

APPOINTMENT OF SUPPLY STAFF

Written confirmation is obtained in advance of appointment from the relevant supply agency to confirm that the required checks have been carried out: identity, enhanced DBS disclosure (including Barred List/List 99 checks), right to work in the UK, qualifications, overseas checks, references, medical fitness and employment history. These checks are noted on the Single Central Register. Before the person starts work at the School, the School also checks the person's identity.

APPOINTMENT OF VOLUNTEERS/WORK EXPERIENCE ETC.

Those wishing to apply to be a Volunteer or do Work Experience within the school are required to complete the appropriate application form.

The following checks on new regular volunteers are carried out: enhanced DBS disclosure (including Barred List check for relevant activity roles), references.

One-off volunteers for non-overnight activities who will not have unsupervised access to students, do not require vetting checks.

The School understands that visiting professionals such as psychologists, nurses, dentists and other public sector staff will have been vetted by their own employing organisations. The school will contact the relevant organisation on an annual basis to ask them to confirm that all the necessary checks have been completed. Their identity will be checked by the School prior to commencement at the school.

INDUCTION

All staff who are new to the School will receive an induction booklet and appropriate training and guidance on safe working practices.

A probationary period discussion and report will be completed at 8 and 20 weeks after commencement of employment with the appropriate Line Manager.

