



SAFER RECRUITMENT POLICY



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Next review	June 2021	

Safer Recruitment Policy

This Policy is written in accordance with:

**Keeping Children Safe in Education document (Sept 2020)
GDPR 2018**

If a vacancy or a new post becomes available at Brackenfield, then the following procedure should be followed:

- Relevant members of the Senior Leadership Team and or Director of Schools and Group HR, will meet to discuss the recruitment (including job description, advertising, application deadlines, interview dates and procedures and appointment) and form the Interview Panel. Where appropriate the relevant Head of Department may also be consulted and/or co-opted onto the Interview Panel.
- The Headteacher has overall responsibility for all appointments.
- The Post may be advertised in the local or the national press and/or the local Job Centre and/or with a recognised Recruitment Agency.
- A standard application pack will include, application form, equal opportunities form, declaration of offender's form, health form and candidate privacy notice.
- Applicants will be asked to fill in a Brackenfield Standard Application Form, along with any other specific application requests, as detailed in the Advert and/or the Details of the Post.
- A short list of candidates will be drawn up for interview.
- References will be sought prior to interview where possible and with the permission of the candidate.
- The interview and selection process will reflect the role being recruited for. Candidates will have at least one formal interview with all or part of the Interview Panel (at which a standard question regarding Child Protection will be asked and the answer recorded) and will also be shown around the School as appropriate, when they will have the opportunity to meet other Brackenfield Staff.
- Candidates may be asked to return to the School for a further interview, if necessary.
- The Interview Panel will obtain written and verbal for the candidates (from at least 2 referees, one of which should be the candidate's current employer). Any employment will be subject to receipt of satisfactory references and a traceable employment history and explanation of any gaps (with written evidence where possible)
- At least one member of the interview panel will hold safer recruitment training
- The Interview Panel will discuss the candidates with a view to deciding on the best candidate to fill the Post.
- The Headteacher (or someone delegated by him/her) will telephone the successful candidate to offer the job. The successful candidate will then receive an offer in writing setting out in brief the details of the Post and the start date for employment.
- All new appointments will be subject to appropriate checks on: DBS (at Enhanced Level) including Identity, Address, Date of Birth, Criminal Records), a Full Employment History, Medical Fitness, Right to work in the UK, at least 2 references (written and verified verbally, one with current or most recent employer) and Qualifications (where appropriate). In accordance with changing guidance, as part of the checks in force at

the time of the recruitment, other checks may include Prohibition from teaching orders, Prohibition from management directions, Disqualification from childcare, overseas checks and EEA check. In line with safer recruitment advice, any discrepancies or unexplained gaps will be investigated

- Following the satisfactory completion of the Employee Checklist (above) the successful candidate will be issued with Standard Brackenfield Contract.
- Details of each appointment are put into the School's Central Register of Employment, which is kept by the Office Manager and verified by the Headteacher on a termly basis.
- Risk assessments will be put in place if the necessary paperwork (DBS or References) are not in place by the confirmed start date.
- No new employee will commence work without the minimum of a barred list check being declared clear
- All applications will be stored or destroyed in accordance with the appropriate retention periods. Any paperwork that is destroyed will be logged on the Data shredding logs.