



**KINGSWAY COMMUNITY TRUST**

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## **SAFER RECRUITMENT POLICY**

**October 2023**

# SAFER RECRUITMENT POLICY FOR SCHOOLS AND SETTINGS

**Date: October 2023**

**Review date: Autumn 2025**

## 1. INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **Kingsway Community 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. This policy complies with guidance outlined in *'Keeping Children Safe in Education – September 2023 and 'Dealing with allegations of abuse against teachers and other staff – DfE 2012.*

This policy should be used in conjunction with the Trust Safeguarding Policy.

- 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 that all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents. This policy is also in adherence with the guidelines from 'The School Staffing (England) Regulations 2009'.
- 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 **Kingsway Community 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.
- 1.5 As an employer we are under a duty to refer to the Independent Safeguarding Authority 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 As an employer, we are under a duty to refer any allegation of abuse against a member of staff to the DO (formally 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

- Conducted an act which is deemed inappropriate and may impact on the school’s reputation or confidence in staff’s ability to safely work with children

1.7 The designated school admin staff member at each school will check for updated relevant information about staff every three years through renewal of DBS. In the event of school closure either government directed closure or as a result of serious incident a 6 month grace period will be permitted for staff whose DBS has expired at that time.

## **2. ROLES And RESPONSIBILITIES**

2.1 The Trust Board will:

- Ensure the schools have effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor the school’s compliance with them
- Ask for assurance that relevant staff, and Trustees/Governors involved in recruitment have completed safer recruitment training

2.2 The Executive Headteacher will:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school
- Monitor any contractors and agencies compliance with this document
- Promote the safety and well being of children and young people at every stage of this process

## **3. INVITING APPLICATIONS**

3.1 All vacant posts will be advertised to ensure quality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is place.

3.1 All advertisements for paid or unpaid posts will include the following statement:

‘We are fully committed to safeguarding and promoting the welfare of children, younger learners and vulnerable adults and we expect all staff and volunteers to share the same commitment. The above post will be subject to enhanced DBS checks, satisfactory references and will be exempt from the provisions of the Rehabilitation of Offenders Act 1974’

3.2. All applicants will be provided with:

- A job description outlining the duties of the post and person specification
- The Trust’s Safeguarding Policy
- The Trust’s Safer Recruitment Policy
- An application form and guidance on how to complete it
- The Trust Privacy notice for applicants

- An outline of terms of employment including salary
- The closing date for the receipt of applications
- Reference to DBS and other preemployment requirements

3.3 Prospective applicants must complete, in full, an application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4 A curriculum vitae will not be accepted in place of a completed application form.

3.5 Photographs of application forms will not be accepted.

#### **4. IDENTIFICATION OF THE RECRUITMENT PANEL**

4.1 Although no longer a statutory requirement, at least one member of the Selection and Recruitment panel will have successfully completed training in 'Safer Recruitment'.

4.2 All members of school staff who are involved in recruitment will receive appropriate training on equality issues

#### **5. SHORT LISTING AND REFERENCES**

5.1 Candidates will be short listed against the person specification for the post. The criteria for selection will be consistently applied to all applicants.

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up from the shortlisting stage so that any discrepancies may be probed during the interview stage of the procedure.

5.3 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.

5.4 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. Every attempt will be made to obtain references for the candidate from a position they have previously held, working with children.

5.5 Referees will ask the referee to confirm in writing:-

- The referees relationship to the candidate
- Details of the candidates current post and salary
- The candidates performance history and conduct
- Whether the referee has any reservations as to the candidates suitability to work with children and young people (if so, the school will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- Any disciplinary action involving the safety and welfare of children, including any in which the sanction has expired

- The candidate’s suitability for the post.

5.6 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

5.7 Employer testimonials i.e those provided by the candidate and/or marked ‘to whom it may concern’ will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The recruitment panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies or areas of potential concern will be discussed with the candidate at interview. If the field of applicants is felt to be weak, the post may be re-advertised.

## **6. INVITATION TO INTERVIEW**

6.1 Candidates called to interview will receive:

- A letter or email 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

## **7. THE SELECTION PROCESS**

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will be face-to-face unless during a school closure either government directed or as a result of serious incident, in which case interviews will be held on line.

7.3 Candidates will be required to:

- Explain satisfactorily 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.
- The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment. The recruitment documentation will be retained for 6 months from the date of interview.

7.4 Under the Data Protection Act 2018, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

## **8. EMPLOYMENT CHECKS**

When appointing new staff we will:

- Verify a candidates identity, preferably from current photographic ID and proof of address, except where, for exceptional reasons, none is available.
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS certificate is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access On line service.
- Use the Employer Access Online Service to check for any existing prohibitions and sanctions and for information about any teacher qualifications held and whether induction has been passed
- Verify the candidates mental and physical fitness to carry out their work responsibilities
- Verify the candidate’s right to work in the UK
- Make any further checks that we consider appropriate, if the candidate has lived or worked outside the UK
- Verify professional qualifications as appropriate

### **Personnel File and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of their employment including:-

- Application form – signed by the applicant
- Interview notes including explanation for any gaps in the employment history
- References – minimum of 2
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health Service
- Evidence of right to work in the UK
- Evidence of DBS clearance, barred list and teacher prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central Register of employment checks in accordance with ‘Keeping Children Safe in Education’.

## **9. INDUCTION**

9.1 All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing, data protection, and health and Safety.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their line manager
- Attend any appropriate training

## **10. SUPPLY STAFF**

10.1 **Kingsway Community Trust** 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.

10.2. **Kingsway Community Trust** will carry out identity checks when the individual arrives at school.

## 11. PERIPATETIC STAFF

11.1 **Kingsway Community Trust** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

### Issue Status

Date	Issue Name	Date approved by Trustees	Review date
19.12.17	November 2017	18.12.17	November 2019
21.10.19	November 2019	16.12.19	Autumn 2021
23.11.20	November 2021	13.12.21	Autumn 2023
October 2023	October 2023	18.10.23	Autumn 2025