

## **Policy: Safer Recruitment Policy**

Created by:	FG
Approved By:	SG
Date Reviewed:	September 2024
Next Review:	September 2025
Review Frequency:	Annually

### **Contents**

Policy: Safer Recruitment Policy .....	1
Contents .....	1
Mission Statement.....	1
Our Core Values .....	1
Rationale .....	2
Introduction .....	2
Practices .....	2
Stage 1: Advertising and Inviting Applications .....	2
Stage 2: Pre -Application Pack .....	2
Stage 3: Applicant Short-Listing.....	2
Online Checks.....	3
Stage 4: Interview.....	4
References .....	4
Stage 5: Successful Candidate – Pre-Employment Checks .....	4
Stage 6: Induction.....	4
Central Record of Pre-Employment Checks.....	4
Rehabilitation of Offenders Disclosure .....	5

### **Mission Statement**

At Abbey School our aim is to teach to inspire, motivate and nurture the next generation of creative and critical thinkers. We work in partnership with parents and the community to achieve the highest standards. Our main goal is to encourage our children to be resilient, respectful, responsible independent learners, equipped for lifelong learning. Through stimulating, safe learning environments and excellent opportunities to succeed in and out of the classroom, we encourage children’s progress and achievements.

### **Our Core Values**

**RESPECT, RESPONSIBILITY, RESILIENCE**

These 3 core values underpin the ethos of Abbey School. Our young pupils are encouraged to understand these values and how they develop, initially, at the micro level around themselves, their friendships, their families and our school. Later, our older pupils begin to understand how these self-same values affect our lives on the macro level, with all this means for their lives as

they grow into adults and their environment of Devon, the United Kingdom, and also the planet in which we live.

### Rationale

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles.

The school recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

### Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Abbey School.

It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

### Practices

Abbey School will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training. The following procedures and practices are in place to ensure the safe recruitment of staff:

#### Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by Abbey School by the inclusion of the following statement:

“Abbey School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory Disclosure and Barring Service Check (DBS) at the appropriate level.”

#### Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- Selection Procedure for the post

All applicants must complete the application form in full.

#### Stage 3: Applicant Short-Listing

Candidates for the post who are suited to the job description and person specification following analysis of their applications, will be short-listed following consultation between the Headteacher

and others involved in the interviews process.

Where possible, references will be taken up before the selection stage. However, should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A written note will be kept of any such exchanges. References will be requested in accordance with LA guidelines.

### Online Checks

On the advert and job description, it will be made clear to the candidate that an online check will be carried out prior to interview. This will be completed by a member of senior staff not part of the recruitment panel and results will be shared with the panel so that should issues arise, they can be discussed during interview. See appendix for search form.

The following will be searched:

Google search:

The following terms, looking at the first page of results:

- 'Candidate name'
- 'Candidate name' + 'current school/employment'
- 'Candidate name' + 'previous school/employment'
- 'Candidate name' + 'educational institution'
- 'Candidate name' + 'job title'

Websites:

The candidate's name was typed into the search function of the following websites:

- LinkedIn
- Twitter (checked the top 10 results)
- Facebook (checked the top 10 results)
- Instagram (checked the top 10 results)
- TikTok (checked the top 10 results)
- Their current school's website

The senior member of staff will only:

Only record information that suggests the candidate:

- Is unqualified for the role
- Poses a potential safeguarding risk
- Risks damaging the reputation of your school/trust

They will not include any irrelevant personal information.

Should there be significant concerns raised, the information will be shared with LADO.

### Stage 4: Interview

Candidates selected for interview will have to provide:

- proof of identity
- certificates of qualifications
- eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 

### References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted instead of a signed reference from a referee. In cases of applicants being invited to interview, referees can be contacted by telephone or e-mail prior to receiving a written, signed reference.

### Stage 5: Successful Candidate – Pre-Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check
- a satisfactory DBS Check at the appropriate level.
- verification of the candidate's medical fitness compliant within the DDA
- Childcare Disqualification – Self Declaration
- verification of qualifications
- verification of professional status where required e.g QTS
- the production of evidence of the right to work in the UK
- checks such as prohibition from teaching or management section 128 checks where appropriate

### Stage 6: Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people and safe working practices as well as matters directly related to the operation the post.

## Central Record of Pre-Employment Checks

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment is kept. This record contains details of checks on:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;

## **Abbey School & EYFS**

- All others who have been chosen by the school to work in regular contact with children.  
This will cover volunteers, governors who also work as volunteers within the school.

## **Rehabilitation of Offenders Disclosure**

All posts within Abbey School are exempt from the Rehabilitation of Offenders Act 1974.

Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring Service Check.

## Appendix 1: Online Search Form

### Pre-Interview Online Search Record

Candidate name:

Role shortlisted for:

Searcher name:

Date and time of online search:

SEARCH PARAMETERS	CONCERNS RAISED
<p>Google search: The following terms, looking at the first page of results:</p> <ul style="list-style-type: none"> <li>• 'Candidate name'</li> <li>• 'Candidate name' + 'current school/employment'</li> <li>• 'Candidate name' + 'previous school/employment'</li> <li>• 'Candidate name' + 'educational institution'</li> <li>• 'Candidate name' + 'job title'</li> </ul> <p>Websites: The candidate's name was typed into the search function of the following websites:</p> <ul style="list-style-type: none"> <li>• LinkedIn</li> <li>• Twitter (checked the top 10 results)</li> <li>• Facebook (checked the top 10 results)</li> <li>• Instagram (checked the top 10 results)</li> <li>• TikTok (checked the top 10 results)</li> <li>• Their current school's website</li> </ul>	<p>Only record information that suggests the candidate:</p> <ul style="list-style-type: none"> <li>• Is unqualified for the role</li> <li>• Poses a potential safeguarding risk</li> <li>• Risks damaging the reputation of your school/trust</li> </ul> <p><b>Don't</b> include any irrelevant personal information.</p>