



## Safer Recruitment

Name of Policy	Safer Recruitment
Review Committee	SLT
Last review date	September 2022
Next review date	September 2023

## Rationale

This policy is needed to ensure that the school appoints the very best people to posts in the school and that safe recruitment practices are rigorously enforced.

## Policy Statement

At GUST Independent School we are committed to:

- safeguarding and protecting all children and young people by implementing robust safer recruitment practices
- identifying and rejecting applicants who are unsuitable to work with children and young people
- responding to concerns about the suitability of applicants during the recruitment process
- responding to concerns about the suitability of employees and volunteers once they have begun their role
- ensuring all new staff and volunteers participate in an induction which includes child protection
- a list of the supporting procedures that accompany the policy
- the date the policy comes into force and when you will review it.

## GUIDELINES FOR IMPLEMENTATION

### Identification of the need for an appointment

Posts required at the school are shown in the school's staffing structure. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

### Advertisements & post details

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and the post. Potential candidates who request details will be sent the candidate information pack which will contain the following:

- A brief letter which will include details of how to apply for the post (e.g. what is required and the closing date)
- A job description
- An application form

All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:

"This school and the local authority are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A DBS Certificate is required for this post prior to commencement." Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- Candidate information pack
- Job description
- Invitation to interview

## Applications and short listing

An appointment team will be established at this stage which will usually consist of:

- The headteacher or other senior member of staff.
- The appropriate dept. manager
- A trustee where practical
- Other relevant staff e.g. a deputy head.

Applications can be made electronically or as hard copy. Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a DBS check can be initiated for the successful candidate.

## Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the manager/head and – at some stage – a tour of the school with pupils. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

- **Critical incident interviews.** Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analyzing a candidate's motives and ways of working.
- **Teaching a lesson (if relevant).** This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place, a simple discussion between the candidate and a group of pupils can provide useful insight.
- **The final interview.** The final interview panel will receive feedback from the selection activities that have taken place and then proceed to agree questions for the final interview. Questions and tasks for the activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

## References

References will be requested from both referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The school will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet. The school will request information about:

- The candidate's suitability for the post
- Attendance, health and punctuality
- Whether the candidate has passed the pay threshold for teachers (where appropriate)
- Whether there are any outstanding disciplinary issues
- Whether there are any reasons why the candidate should not work with children and young people.

## The appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to satisfactory references and satisfactory medical and DBS disclosure checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

## Safeguarding procedures on the interview day:

During the day, the following checks will be made:

- ✓ Proof of identity
- ✓ Academic qualifications
- ✓ A DBS check will be initiated for the successful candidate - all candidates will be asked to bring appropriate documentation for this

The application form will ask for, where appropriate:

- ✓ DFES reference number
- ✓ Confirmation of qualified teacher status

The candidate will also be asked in the interview to explain any gaps in time on the application form.

## After the appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff, which will include ensuring that the appointee understands the school's safeguarding procedures. Training will be provided where gaps have been identified.

## Monitoring, evaluation & review

Appendix 1 is a monitoring checklist to use to ensure all the relevant safeguarding procedures have been followed

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, trustees and candidates – how they can be improved.

## Responsibilities

- The Head teacher – oversight of the policy and its implementation
- Trustees for appointments – to ensure the correct procedures have been used
- Admin – to collect documentation for the DBS check.

## Work Experience

Work experience students are permitted on site so long as this has been pre-authorised by the Head of School/SLT member and they are continually supervised. They need to sign in and out at Reception every day and must be accompanied at all times, including lunch and any free time.

Where work experience placements last longer than two weeks, the placement shall be deemed as a 'volunteer' and the usual volunteer checks will apply. All volunteer staff must have a valid DBS check, and will always be accompanied by a member of staff.

## MONITORING CHECKLIST OF RELEVANT SAFEGUARDING PROCEDURE FOR NEW STAFF POST:

PROCEDURE	TICK
1. THE SCHOOL'S STATEMENT OF COMMITMENT TO SAFEGUARDING IS SHOWN IN	
• THE ADVERTISEMENT	
• THE CANDIDATE INFORMATION PACK	
• INVITATION TO INTERVIEW	
2. PROOF OF IDENTITY HAS BEEN CHECKED	
3. ACADEMIC QUALIFICATIONS HAVE BEEN VERIFIED	
4. REFERENCES HAVE BEEN	
• REQUESTED	
• RECEIVED	
• PROVIDED BY REFEREE	
• PROVIDED BY CANDIDATE'S MOST RECENT EMPLOYER	
5. GAPS IN CANDIDATES RECORDS WERE ACCOUNTED FOR	
6. FOR THE SUCCESSFUL CANDIDATE;	
• DBS CHECK INITIATED	
• MEDICAL QUESTIONNAIRE ANSWERED	
7. FOR TEACHING POSTS THE SUCCESSFUL CANDIDATE HAS PROVIDED	
• THEIR DFES OR IFL REGISTRATION NUMBER	
• EVIDENCE OF QUALIFIED TEACHER STATUS (QTLS)	
• SECTION 128 CHECK	
• PROHIBITION CHECK	
CHECKED BY:	
POSITION:	
SIGNATURE:	
DATE:	