



SAFER RECRUITMENT POLICY

VERSION 1

13/06/2022

Safer Recruitment Policy

Purpose

In line with the principles of Keeping Children Safe in Education, the Trust's policy reflects four stages of staff recruitment

1. **Deter:** The deterring of unsuitable candidates by rigorously promoting the Trust's safeguarding policy and its processes in all stages of recruitment
2. **Reject:** By receiving adequate information at an early stage to be able to reject any unsuitable candidates and prepare a short list of only those applicants who are deemed safe to recruit
3. **Prevent:** Through interview, which may include practical tests as well as a formal interview, learn about the candidate to prevent unsuitable candidates being employed. Any gaps in the information provided within the application should be rigorously explored at interview
4. **Observe and Supervise:** Once a new member of staff or a volunteer has started work, induction periods will be used to observe their behaviours and attitudes and, once the induction period is complete, a system of ongoing supervision and appraisal will be implemented. A Code of Conduct and Whistleblowing Policy, understood by all staff and volunteers, will be in place. Safeguarding training will be provided and there will be a general ethos where safeguarding is prioritised.

This policy has been developed to embed safer recruitment practices and procedures throughout the schools in Waveney Valley Academies Trust and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people across the Trust. This policy complies with guidance outlined in "Keeping Children Safe in Education" and will be reviewed at least annually by the Trust Board.

Responsibilities

Waveney Valley Academies Trust will:

- monitor each school's compliance with this policy and associated recruitment procedures
- ensure that sufficient individuals involved in recruitment are fully trained in Safer Recruitment processes
- ensure that each school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- promote the safety and well-being of children and young people at every stage of the recruitment process

Pre-recruitment

The Safeguarding Policy and Safer Recruitment Policy will be included in/on

- websites
- advertisements
- promotional literature
- information packs
- job descriptions
- person specifications
- job-offer letters

As outlined in the Scheme of Delegation, all roles will be advertised and awarded to the best candidate.

Waveney Valley Academies Trust will ensure fairness and transparency throughout the recruitment process, in line with the Equality and Diversity Policy.

Candidate application

All applicants will receive:

- Job description
- An application form
- Equality and diversity monitoring form

All applicants will have access to:

- Safeguarding Policy
- Safer Recruitment Policy
- Whistleblowing Policy
- Code of Conduct

Requirements of the applicant:

- Applicants must complete, in full, and return a signed application form.
- A curriculum vitae will not be accepted in place of a completed application form.

A completed application form must include:

- Information to allow full identification of the applicant, including their eligibility to work in the UK
- Full employment history of the applicant (without gaps or anomalies)
- Relevant qualifications obtained with dates and awarding bodies
- Details of the applicant's suitability for the post
- Self-declaration of any convictions and/or cautions
- Confirmation of the applicant's suitability to work with vulnerable groups, including children
- Contact details of at least two referees and the applicant's consent / non-consent for referees to be contacted prior to interview

Shortlisting

Application forms will be reviewed by at least two members of staff, referring to the job description and ensuring all required information has been completed.

All documentation relating to applicants will be treated with confidentiality.

Reference requests will include:

- Dates of employment and current role or role upon leaving
- Skills and abilities, including strengths and areas for development, in relation to the role being applied for
- Information regarding any disciplinary action or allegations
- Information regarding any safeguarding concerns

Two references should be sought, including the current or most recent employer. References from educational settings should be from the Headteacher or equivalent.

Interviews

- All candidates will be asked to provide proof of identity at the interview stage.
- For all appointments, even if there is only one applicant, formal interviews will be carried out.
- Interview panels should be as diverse as possible. There will normally be three members on the panel, one of whom must have accredited 'Safer Recruitment in Education' Training, particularly if the employment involves a 'regulated activity'**.
- Records of the interview notes for unsuccessful candidates should be kept securely for a period of 6 months.
- Interviewers should fully explore any safeguarding concerns or gaps in employment history
- Interviews may include carefully designed and supervised activities in line with the job description to determine a candidate's suitability for the post.

Feedback

Feedback should be offered to all candidates, both successful and unsuccessful.

Pre-employment

The following pre-employment checks will be undertaken by the Trust for all appointments:

- Employment References
- Proof of Identity
- Enhanced DBS and Barred List
- Disqualification under the Childcare Act 2006, where appropriate to the role
- Teacher Prohibition Order, where applicable
- Section 128 Checks, where applicable
- Right to work in the UK
- Fitness for work
- If the person has lived or worked outside the UK, any further checks which the Trust considers necessary
- Professional qualifications, as appropriate.

Waveney Valley Academies Trust are aware that candidates may refer to the DBS Sensitive Applications route where appropriate.

The successful candidate will receive a verbal offer of employment, prior to receiving a written offer, which will always be conditional and subject to satisfactory pre-employment checks (as above).

Post appointment

Confirmation of the pre-employment checks will be recorded on the Single Central Record. The employee will receive a contract which will contain full terms and conditions of the employment.

New employees will undertake appropriate training and induction relevant to the role.

Volunteers:

Recruitment to voluntary positions within the Trust will be in line with this policy. During the process, the Trust will take into consideration:

- the nature of work with children and young people
- requirement for pre-employment checks

Agency Staff

When the Trust uses agency staff, written notification must be obtained from the agency confirming that they have carried out all the appropriate pre-employment checks, with this information being recorded on the Single Central Record.

Each school must check that a member of agency staff presenting themselves for work is the same person on whom the checks have been made.

Contractors

Where a contractor works regularly within the Trust, with the opportunity for contact with children, the Trust must receive evidence that the contractor has obtained enhanced DBS and barred list checks, with this information being recorded on the Single Central Record.

Where a contractor does not work regularly, but may have the opportunity for contact with children, evidence of an enhanced DBS and barred list check should be obtained where possible. In the absence of such evidence, the contractor will be supervised at all times by an appropriately authorised member of staff.

Each school must check that the person presenting themselves for work is the same person on whom the checks have been made.

Data Protection:

Personal details provided in application forms and all other documents relating to unsuccessful applicants will normally be retained for a period of six months' before being disposed of securely. Personal data will not be shared with any third parties without prior specific consent being given.

***'Regulated activity' when working with children is defined as:*

- Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on wellbeing, or drive a vehicle only for children*
- Work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, colleges, children's homes, childcare premises.*

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