

INTRODUCTION - The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. The Federation of the Church Schools of Shalfleet and Yarmouth 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 Federation of the Church Schools of Shalfleet and Yarmouth takes its responsibility for Safer Recruitment seriously. Through our interview, selection process and employment checks, we take reasonable steps to establish whether a person is subject to a prohibition order and then take steps to prevent the employment or engagement of any person who is subject to a prohibition order in such a role.

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people.

STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputy Headteachers. These requirements change from time to time and must be met.

IDENTIFICATION OF RECRUITERS

The school will ensure at least one member of the appointment panel has successfully received accredited, up to date training in safer recruitment processes.

INVITING APPLICANTS

- Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The Federation of the Church Schools of Shalfleet and Yarmouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This position is subject to an enhanced DBS check.”
- All applicants’ details who were unsuccessful at interview (including application form and interview notes), will only be saved for 6 months after the interview date and will then be shredded.
- Prospective applicants will be supplied, as a minimum, with the following:
 - ✓ Job description and person specification.
 - ✓ Information pack containing the selection procedure for the post (if time allows)
 - ✓ An application form.
- All applicants must complete, in full, an application form.

SHORT-LISTING AND REFERENCES

This process should be completed in line with the current guidance from the Local Authority on the 4LSCP website (www.iowscp.org.uk/) – Safe Recruitment, Selection and Supervision of Staff Guidance.

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of any such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of any such exchanges.
- Referees will be asked specific questions about:
 - the candidate's suitability for working with children and young people
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
 - the candidate's suitability for this post

Further advice about obtaining references can be obtained from the Advisory, Conciliation and Arbitration Service (ACAS) website.

- School employees are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face to face.
- Candidates will always be required to:
 - ✓ explain satisfactorily any gaps in employment
 - ✓ explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - ✓ declare any information that is likely to appear on a DBS disclosure
 - ✓ demonstrate their capacity to safeguard and protect the welfare of children and young people

EMPLOYMENT CHECKS

All successful applicants are required to

- ✓ provide photo proof of identity
- ✓ complete an enhanced DBS disclosure application and receive satisfactory clearance, with barred list check as appropriate or
- ✓ provide a DBS certificate which is less than three years old with the Isle of Wight Local Authority as employer and with no more than 3 months gap in employment.
- ✓ provide actual certificates of qualifications – the use of the Teacher Services System can verify – QTS, teacher induction and probation periods
- ✓ provide proof of eligibility to live and work in the UK
- ✓ All new employees (including those changing roles) must complete and return a health declaration form.

SUITABILITY ASSESSMENT

Where any information about past disciplinary action or allegations is disclosed it should be considered as part of the suitability assessment. All risk assessments and suitability assessments will be recorded.

INDUCTION

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

In addition, guidance is available from the school's HR provider Strictly Education.

VOLUNTEERS

The school welcomes volunteers from our community to support its staff and enrich the experiences for our children. Regular volunteers who work 1;1 with children or in small groups are required to either submit a current/valid DBS or complete a new DBS application and be cleared through this process before they are allowed to do so.

STUDENTS

In respect of fee-funded trainees, the Federation obtains written confirmation from the provider that it (the provider) has carried out all pre-appointment checks that the school or college would otherwise be required to perform.

RECORD KEEPING

The school will keep a Single Central record which includes all staff and volunteers who work at the school which includes:

- identity check
- barred list check
- DBS check/certificate
- Further checks on people living or working outside the UK
- Check of professional qualifications
- Check to establish right to work in the United Kingdom

In the case of Supply staff the school will ensure the business supplying the member of staff has carried out the appropriate checks. In the case of Contractors the school will ensure the contractor has cleared the appropriate DBS check.

DISCIPLINARY

Where a member of staff is suspended or moved out of regulated activity to another postm if they meet the harm criteria, the Federation will refer to DBS.

This policy should be read in conjunction with the school's Child Protection Policy, Keeping Children Safe in Education (September 2019 Update) and Working Together to Safeguard Children (2018).