



**SAFER RECRUITMENT POLICY FOR
SCHOOLS WITHIN
THE KEYS FEDERATION ACADEMY TRUST**

**St. Peter's C. of E. Primary School, Hindley
Hindley Green Community Primary School
St. John's C. of E. Primary School, Hindley Green
St. John's C. of E. Primary School, Abram**



February 2017

Safer Recruitment Policy

The Keys Federation Academy Trust takes its responsibility to safeguard and promote the welfare of children very seriously (under section 175 of the Education Act 2002).

This policy has been developed in accordance with the principles established by the School Staffing Regulations 2009, the School Staffing (England) (Amendment) Regulations 2013, Children Acts 1989 and 2004; the Education Act 2002, and in line with government publication Working Together to Safeguard Children 2013. The guidance reflects, 'Keeping Children Safe in Education' 2016. It is intended to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to pupils within schools.

We recognise that all adults, including temporary staff, volunteers and directors, have a full and active part to play in protecting our pupils from harm, and their welfare is our paramount concern. The appointment of staff is one of the most important responsibilities of a school. We take all reasonable steps to avoid against employing people who might harm children. Safeguarding children is a priority and incorporating safeguarding measures in the recruitment process is an essential part of that.

It is important to deter potential abusers from the beginning of the recruitment process by showing that we have a rigorous process that does not tolerate any form of abuse.

Advertisements

All advertisements include a statement about our commitment to safeguarding and promoting the welfare of children. All advertisements state the need for the successful applicant to undertake an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS). All job descriptions and/or personal specifications also state the requirement of an enhanced DBS check. All candidates are also made aware that they must be legally entitled to work in the UK and comply with the Immigration, Asylum and Nationality Act regulations.

An information pack is available to all prospective applicants, included in this is a copy of our Child Protection and Safeguarding Policy.

All applicants are required to complete our application form with a supporting letter of application. We do not accept applications by CV or letter as they are left to the discretion of individual applicants and contain only information that they choose to provide. Using an application form provides a 'safety net' in the recruitment process as candidates are required to sign a statement to confirm the accuracy of the information they have provided and are warned about the potential consequences of false statements.

To support the safeguarding of children, all application forms are scrutinised to ensure that:

- They are fully and properly completed
- The information provided is consistent and does not contain any discrepancies, and
- Any gaps in employment are identified

Incomplete applications will not be accepted. Any anomalies or discrepancies or gaps in employment identified will be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant.

Interview

Once shortlisting has taken place and the successful candidates have been selected, an invite to interview pack is sent to all candidates as part of the invite to interview process. Within this pack there is a letter that reiterates the need for the successful applicant to undertake an enhanced DBS check. A copy of our Child Protection and Safeguarding Policy is also sent to candidates.

References are requested for all shortlisted candidates, including internal ones, prior to interview so that any issues of concern raised can be explored further with the referee and/or taken up with the candidate at interview. The candidates nominate their own references. However we insist that the current (most recent) employer is always one of the referees. If the employer is/was at a school then the referee provided must be the Principal.

Where the applicant is not currently working with children but has done in the past, the second referee should be the employer by whom they were most recently employed to work with children. Two references must be received for all successful candidates.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. All references are checked to ensure that all specific questions have been answered satisfactorily. Referees are asked to complete the Trust's pro-forma which asks if the candidate has ever been the subject of any child protection issues or concerns, if the candidate is suitable for work with children and if would they recommend the candidate without reservation. If all questions have not been answered or the reference is vague or unspecific, the referee will be contacted and asked to provide written answers or clarification as appropriate. If neither are clarified, this will be considered prior to full appointment.

The information given in the reference is also compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the application form. Any discrepancy in the information will be taken up with the applicant and the referee.

References provided by the candidate or open references and testimonials addressed 'to whom it may concern' are not relied upon.

On the day of the interview all shortlisted candidates are required to bring identification in accordance with DBS requirements, appropriate documents that must be able to satisfy the requirements of the Immigration, Asylum and Nationality Act and qualifications. Their identification is checked and copied by Office staff prior to their interview.

If any candidate applications forms were received unsigned or signed electronically the candidates will be asked to sign the Disclosure section at interview.

All selection (interview) panels will consist of at least two senior members of staff, at least one of these staff will have a Safer Recruitment qualification. For senior posts, Directors may also be included.

A range and balance of interview questions that relate to the person specification criteria are devised for each interview. In addition to assessing and evaluating the applicant's suitability for the particular post, the selection panel will also explore:

- The candidate's attitude toward children and young people
- Their ability to support the Trust's and school's agenda for safeguarding and promoting the welfare of children
- Their understanding of safeguarding
- Any concerns, inconsistencies or discrepancies in their application form. The answers to these questions will also be followed up with referees.

At the end of the interview all candidates are advised that if they are successful, their offer of appointment is conditional, and is made subject to a satisfactory DBS check, two positive references and medical clearance. They are asked if they foresee a problem with this and given an opportunity to discuss any concerns they may have.

Where a reference has not been obtained on the preferred candidate before interview, the Trust will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is finally confirmed.

Appointment

The successful candidate will be offered the appointment subject to:

- Two references satisfactory to the employer (if not possible to obtain prior to interview)
- Satisfactory completion of an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS)
- Medical and other employment checks undertaken by the Trust
- Verification of qualifications
- Legal right to work in the UK
- Academic and teaching qualifications (if applicable)
- Prohibited from teaching check (if applicable)

- Medical fitness to teach/work directly with children
- Completion of staff suitability declaration (if applicable)

The successful candidate will then be sent an appointment letter which confirms their conditional appointment and that it is subject to the above pre-employment checks.

In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn where it is appropriate to do so.

The Trust applies a consistent approach to recruitment and follows the starter checklist attached as appendix 1.

Induction

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct them properly on commencement.

An induction programme is required for all new members of staff. The induction programme includes information on professional standards and boundaries in respect of child protection and safeguarding and promoting the health, safety and welfare of pupils.

Reference is made to relevant statutory requirements and/or local guidance in these areas. Statutory guidance includes, in particular, the DfE documents:

- 'Keeping Children Safe in Education' – all staff are required to read at least 'Part One- Safeguarding Information for All Staff'
- 'Working together to Safeguard Children' – which should be read and followed by all staff

The successful candidate will also be provided with copies of policies and procedures in relation to:

- Safeguarding and promoting the welfare of children, e.g. child protection, anti-bullying, Positive Behaviour Management, Intimate Care, ICT & E-Safety and safeguarding procedures.
- Social media policy
- Procedures and Protocols
- Staff Code of Conduct
- Information on how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

The successful candidate is asked to sign to confirm that they have received all these policies.

The importance of adhering to Trust policies and procedures in these and all other areas will be emphasised. Care will be taken to ensure that all new employees are aware of and understand Trust policies, procedures and practice and are clear about their responsibilities in following them at all times. All employees will be required to read, sign and adhere to our Staff Code of Conduct.

Temporary staff

Supply teachers and other supply personnel, including agency staff, as well as volunteers, will receive all necessary information and guidance to enable them to carry out their temporary role effectively and in accordance with statutory requirements, as well as the Trust's policies, procedures and practices. This will include child protection and safeguarding arrangements.

Safer Culture

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the pupils are safe and that there is no risk to them within school. Creation of a safer culture, with on-going vigilance is essential. The Trust and its schools will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees are aware of and understand them.
- Setting acceptable standards of conduct and behaviour from all.
- Having in place clear procedures for reporting concerns, ensuring that all employees and volunteers know what the procedures are and their responsibility for following them.
- Taking concerns seriously and providing support to individuals raising them.
- Taking appropriate action in relation to concerns raised.
- Having in place robust and appropriate induction arrangements.

- Ensuring that all employees undertake child protection and other relevant training on a regular basis.
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and/or reminders at staff meetings, training sessions etc.
- Learning from experience
- Never thinking that enough has been done to ensure a safe culture
- Ensuring all staff have received adequate up-to-date safeguarding training.

This policy also links to our policies on:

- Safeguarding and Child Protection
- Staff Code of Conduct
- Whistleblowing
- Allegations against staff

Keeping Children Safe in Education September 2016

In September 2016, the DfE updated the statutory guidance on safeguarding.

Full guidance, **Keeping Children Safe in Education** can be accessed from:

https://www.gov.uk/government/...data/.../Keeping_children_safe_in_education.pdf

This policy was updated and approved by the Board of Directors on 28th February 2017.

Signed: *B. Anthon*

Chair of Board of Directors

Date: 28th February 2017



The Keys Federation Academy Trust

New Starter Checklist

Action	Completed by	Date
Application form signed		
Appointment letter sent		
Two references received and checked		
Occupational Health check completed and cleared		
DBS received and cleared		
Prohibition checked (if appropriate)		
Qualifications copied and in file		
Bank Form completed and received		
Emergency contact form completed and received		
Staff Suitability form signed and received (if applicable)		
Staff Code of Conduct signed and received		
Appointment form completed		
All info submitted to LA		
Personnel file created		
Email address requested from ABtec		
Principal/school notified of start date		
Induction completed		
Input onto MIS system and onto SCR		
Personnel file compiled and forwarded to school		

Documents checked and approved by

Date