



## Safer Recruitment Policy

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| Name of policy   | Safer Recruitment |
| Review committee | SLT               |
| Last review date | September 2024    |
| Next review date | September 2025    |

## 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 and 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 and 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 a candidate information pack, which will contain the following:

- 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. An enhanced DBS certificate and satisfactory references are required for this post prior to commencement, and shortlisted candidates will be subject to a social media check.'

Literature that will contain this statement includes:

- Advertisements

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

## Applications and shortlisting

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

- The headteacher or other senior member of staff
- A trustee where practical
- Other relevant staff; e.g. a deputy head/subject specialist

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 an interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that an enhanced 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 headteacher and – at some stage – a tour of the school. Candidates will also have 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 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 on 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 reference using a reference form. 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 that 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
- ✓ An enhanced DBS check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this, or their current DBS certificate to use the Update Service

The application form will ask for, where appropriate:

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

Candidates 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 and 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 headteacher – oversight of the policy and its implementation
- Trustees for appointments – to ensure the correct procedures have been used
- Admin – to collect all relevant documentation

### Work Experience

Work experience students are permitted on site so long as this has been pre-authorised by the headteacher/senior leadership team (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' one, and the usual volunteer checks will apply. All volunteer staff must have a valid enhanced DBS check and will always be accompanied by a member of staff.

## MONITORING CHECKLIST OF RELEVANT SAFEGUARDING PROCEDURES FOR NEW STAFF POSTS:

| <h1>STAFF FILE</h1>        |  |       |
|----------------------------|--|-------|
| 1. Application process     |  | Check |
|                            | Job advertisement                                    |       |
|                            | Application form                                     |       |
|                            | CV – gaps accounted for                              |       |
|                            | Invitation to interview                              |       |
|                            | Job offer  |       |
|                            | Job description/person spec                          |       |
|                            | References x 2 – inc. most recent employer           |       |
|                            | Previous qualifications                              |       |
|                            | DBS:   |       |
|                            | SCR updated  |       |
|                            | Health questionnaire                                 |       |
|                            | ID   |       |
|                            | Evidence of qualified teacher status (if applicable) |       |
|                            | Section 128 check (if applicable)                    |       |
|                            | Prohibition check (if applicable)                    |       |
|                            | New starter checklist (Clive Owen)                   |       |
| 2. Contract                |  |       |
| 3. Induction               |  |       |
| 4. Qualifications/training |  |       |

|               |  |
|---------------|--|
| 5. PDP        |  |
| 6. Appraisals |  |
| 7. Misc.      |  |