



# **Hull Collaborative Academy Trust**

## **Safer Recruitment Policy**

**Date issued: March 2019**  
**Ratified by the Trust Board:**  
**Review Date: March 2020**

Other related academy policies that support this Safer Recruitment policy include:  
Child Protection policy, Induction, Staff Code of Conduct, Whistle Blowing and  
Disciplinary Policy

## **1 INTRODUCTION**

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

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults
- Identifies and rejects applicants who are unsuitable to work with children and young people
- Follows current legislation and guidance as a result of the Richard Review 2004 and the Keeping Children Safe in Education document 2018

## **2 STATUTORY REQUIREMENTS**

The policy supports the statutory requirements outlined by the DfE guidance *Keeping Children Safe in Education* and Hull Safeguarding Children Board Guidance.

## **3 IDENTIFICATION OF RECRUITING PARTIES**

The school currently has members of staff and the Governing Body who have completed the recommended Safer Recruitment training and passed the required assessment.

The named Safer Recruitment Personnel are: See Annex I

This will fully meet the requirements as outlined by the DfE. The Head teacher will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment process. All Safer Recruitment Personnel must re train and complete the course every five years.

## **4 INVITING APPLICATIONS**

4.1 All advertisements for posts will include the statement:

HCAT is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and Barring disclosure.

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school's child protection policy
- The school's recruitment policy
- The selection procedure for the post
- An application form

4.3 All prospective applicants must complete **in full**, an application form. Incomplete application forms may be rejected at the short listing stage

## **5 SHORT LISTING AND REFEREES**

5.1 Short listing of candidates will be carried out in relation to the identified person specification for the post. Each candidate will be firstly checked against the 'Essential' criteria'. If a large number of candidates meet the essential criteria then the selection panel may consider the desirable criteria in order to make a subsequent shortlist.

5.2 References will be sought directly from the referee and from a senior person with appropriate authority, not just a colleague. References will be completed using the HCAT agreed format. Open references will never be accepted (i.e general and to 'Whom It May Concern') References will be sought prior to interviews taking place wherever possible.

References will be sought and received wherever possible for all short-listed candidates, including internal ones before interviews take place. The purpose of this is to use the interview as the opportunity to explore any issues of concern that may have been raised with the candidates's references.

References should always be obtained from the candidates current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reason for leaving should be obtained from the school, college, local authority or organisation at which they were last employed.

**In line with Keeping Children Safe in Education, all references need to be scrutinised and any concerns resolved satisfactorily before the appointment is confirmed.**

5.3 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written follow up will be required from the referee as a record of any matters discussed over the telephone.

5.4 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify an anomalies or discrepancies.

5.6 Referees will always be asked specific questions about:

- The candidate's suitability to work with children and young people;
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate's suitability for the post.

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

## **6 THE SELECTION PROCESS**

6.1 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. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate)

6.2 Interviews will always be face-to face.

6.3 Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a DBS enhanced clearance
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

6.4 All application information will be kept on record for six months following the interview for the unsuccessful candidates.

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required to:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance. A school must be in receipt of the DBS Enhanced Clearance as soon as it is available to the applicant. Failure to present this information will lead to disciplinary action being taken.
- Where necessary, the school to carry out a separate Children's Barred List check
- To provide actual certificates and qualifications (not photocopies) which must be signed off by the Head teacher. (SCR)
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK if appropriate.
- Complete a Childcare Disqualification declaration form, if required
- Be subject to a EEA prohibition and prohibition check, carried out by school.
- Produce a 'Good Conduct' certificate if they have lived outside of the United Kingdom within the last 10 years.

## **8 INDUCTION**

8.1 All staff new in post, including volunteers will receive and induction pack and receive training that will include safeguarding, safe working practices, whistle blowing and child protection. In addition, new starters will be provided with a copy of the last version of the DfE guidance *Keeping Children Safe in Education (Part 1)*, and asked to sign to confirm receipt. Every new member of staff will have an

identified Induction Mentor who will oversee the induction process for and continue to monitor for a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the Induction Process.

8.2 The Induction Mentor will ensure new staff members have the sufficient support and guidance and will monitor working practices to identify any anomalies. Any concerns will be passed immediately to the Headteacher or Designated Safeguarding Lead.

## **9. SUPPLY STAFF**

9.1 HCAT will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

9.2. The Administrative Manager will carry out identity checks when the individual arrives at school.

## **10. PERIPATETIC STAFF**

10.1 The Trust will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

## **11. VOLUNTEERS**

11.1 There is an expectation that the school follows the same procedures for volunteers and will ensure they complete a volunteer application form and two references are obtained. In instances where volunteers are working in school as part of a recognised Training Course (such as PGCE, NVQ etc) then references and completion of an application form will not be necessary. However, the school will need to see the DBS clearance, if applicable.