Kea School
Safer Recruitment Policy

Approved by:	Full Governors	**Date:** 7 December 2020
Last reviewed on:	November 2020	
Next review due by:	Autumn Term 2022	

SAFER RECRUITMENT POLICY FOR KEA SCHOOL

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Kea School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education – September 2020 and Dealing with allegations of abuse against teachers and other staff – DfE 2012.

1.2 This policy reinforces the conduct outlined in the 'Guidance for Safer Working Practice for Adults who Work with Children and Young People' as well as the school's whistle blowing policy all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.4 Kea School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- conducted an act which is deemed inappropriate and may impact on the school's reputation or confidence in staff's ability to safely work with children.

1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

1.7 The headteacher will check for relevant information about staff

2. ROLES and RESPONSIBILITIES

2.1 The governing body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them

2.2 The headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well- being of children and young people at every stage of this process

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement; "Kea School is committed to ensuring the safety and well being of children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced with barred list information check".

3.2 All applicants will receive a pack containing the following when applying for a post:

- Job description and person specification
- Equal opportunities form
- An application form

Applicants will be directed to the following policies on the school website:

- Safeguarding & Child Protection Policy
- Safer Recruitment Policy

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms must be returned to the applicant unless the deadline for completed forms has passed.

3.4 Candidates submitting an application form completed on-line will be asked to sign the application form if called for interview.

3.5 A curriculum vitae cannot be not be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 At least one member of the Selection and Recruitment Panel to have successfully completed training in 'Safer Recruitment'.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the interview stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post
- References received will be verified by telephone.

5.6 Reference requests will include the following:

- Applicants current position and salary
- Sickness record
- Attendance record
- Disciplinary record

5.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A letter confirming the interview and details of the selection techniques
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview.

7. THE SELECTION PROCESS

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face, except during the COVID-19 pandemic where interviews will be conducted via Microsoft Teams.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

8.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will not commence until all checks and procedures are satisfactorily completed.

9. INDUCTION

9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor (teachers will meet the assistant headteacher)

- Meet regularly with their line manager (TAs will meet with their class teacher)
- Attend any appropriate training

10. SUPPLY AND PERIPATETIC STAFF

10.1 Kea School 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.

10.2 Kea School will carry out identity checks when the individual arrives at school.

10.3 Kea School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.