



St Hilary School Safer Recruitment Policy

Introduction:

This policy has been written to comply with our statutory responsibility for Safer recruitment. It has been written in line with guidance from 'Safeguarding Children and Safer Recruitment in Education' 2007.

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

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

School procedure:

Identification of recruiters:

The school will have at least one recruiter who has successfully received accredited training in safe recruitment.

4. Inviting applicants

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

"The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory 'Disclosure and Barring Service' (DBS) application."

- 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 (this document)
- the selection procedure for the post
- an application form

- 4.3 All prospective applicants must complete, in full, an application form.

5. Short-listing and references

- 5.1 Short-listing of candidates will be against the person specification for the post.
- 5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

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.
- 6.2 Candidates will always be required:
 - to explain satisfactorily any gaps in employment
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - to declare any information that is likely to appear on a DBS disclosure
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people

7. Employment checks

- 7.1 All successful applicants are required:
 - to provide proof of identity
 - to complete a DBS disclosure application and receive satisfactory clearance
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

8. Induction

- 8.1 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.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Reviewed by: Site management and safeguarding committee

Date reviewed: 04/06/13

Signed by Headteacher: K Butcher

Date: 04/06/13

Signed by Chair of governors: Mr P Scrase

Date: 04/06/13

To be reviewed: Summer 2015