



# SAFER RECRUITMENT POLICY

<b>Staff Link:</b>	G. Morrison	<b>Date:</b>	September 2016
<b>Governor Link:</b>	M. Baker	<b>Review:</b>	September 2017

# **SAFER RECRUITMENT POLICY**

## **RECRUITMENT**

It is the policy of the governors of Preston School that the recruitment procedures protect the welfare of students and discourage unsuitable people from applying for posts at the school. Furthermore, procedures will ensure that unsuitable people from other agencies do not come into contact with Preston students. The procedures adopted are based on those detailed in the DCSF publication "Staying Safe: Safer Recruitment".

### **Roles and Responsibilities.**

The Governing Body will:

- Seek the advice of the Senior Leadership Team on this policy, keep it up to date and make it available to parents.
- Make arrangements for the recruitment of leadership team posts.
- Devolve the responsibility for the arrangements for all other posts to the Principal.

The Principal and SLT will

- Ensure all safer recruitment principles are adhered to in all appointments.
- Ensure every recruitment panel has at least one representative with suitable "Safer Recruitment" training.

### **Safer Recruitment Procedures**

- All adverts for vacancies will state "This post will be subject to safeguarding screening. Appointment will be subject to DBS clearance."
- Packs sent to applicants will detail the safer recruitment checks that will be carried out.
- All appointments will be led by a senior member of staff with appropriate and recognised 'Safer Recruitment' training.
- Applicants will be required to complete a Preston School Academy Trust application form – CVs on their own will not be acceptable.
- No appointment will be made without a face to face interview.
- Candidates will be subject to personalised questions based on their application form. This may include questions about their employment history. Candidates will be expected to explain any breaks in service.
- Candidates will be expected to provide at interview photo identification and copies of vocational and academic qualifications.
- Questions will be asked at interview about safeguarding practices, including questions about disclosure by a student. This will be designed to ascertain their knowledge of safeguarding procedures.

- Appointments will be subject to acceptable references. Generalised references will not be acceptable. References must be addressed to The Principal of Preston School and refer to the candidates suitability for the advertised post. References will also ask specifically whether any allegations have been made about the candidate and whether the candidate has been or is subject to any disciplinary procedures. References must be provided on the template sent to referees. Where possible references will be obtained prior to interview.
- Appointments will only be confirmed following a successful DBS check via the Disclosure and Barring Service (DBS). DBS clearance will normally be required before appointments take up their post. Where this is not possible, (for example if DBS checking takes an extended period of time, a risk assessment will be carried out, and if necessary, suitable control measures put in place).

### **Related Documents**

- DCSF 'Staying Safe: Safer Recruitment'
- Reference request template
- Safer recruitment checklist

### **Monitoring**

This policy is monitored by the Governors' Business Sub-Committee by using the following evidence:

- The Governors' Annual Safeguarding Report
- A termly verbal report from the Principal detailing appointments made.

### **Responsible**

- The Principal (Gregg Morrison)

# Safer Recruitment Checklist

**Post:**

**Candidate:**

	Yes	No
Interview panel led by someone with safer recruitment training		
SCC application form completed		
Face to face interview conducted		
Satisfactory answers to personalised questions based on application.		
Any breaks in service explained		
Photo ID provided.		
Vocational qualifications provided.		
Academic qualifications provided.		
Satisfactory answers to questions about safeguarding procedures.		
Acceptable references obtained.		
List 99 check completed		
DBS clearance obtained		