



Taleblazers

Safer Recruitment Policy

Introduction

This Safer Recruitment Policy has been produced in line with the DfE statutory guidance 'Keeping Children Safe in Education' (Sept 2020). This policy aims to ensure both safe and fair recruitment & selection is conducted at all times. Ensuring that safeguarding and promoting the welfare of children are integral factors in recruitment and selection is an essential part of creating safe environments for children.

Purpose of the Policy

Taleblazers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Taleblazers's recruitment procedures take every precaution to ensure that we are satisfied that the applicant is a fit and proper person to work with children. The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people
- observe employment law and is fair;
- be consistent with Taleblazers's commitment to equality.

Staff Appointments

Taleblazers' Board is responsible for appointments to the team. At least one director, nominated by the Board, will be a member of the interview panel appointing to all posts with senior leadership responsibilities.

Vacancy Management

When a vacancy arises the Board will review the needs of the academy prior to advertising the vacancy. This will involve assessing and analysing the vacant post taking into account our current and future staffing needs in the context of the current budgetary position.

Advertising

All jobs will be advertised externally. Advertising will take place with due regard to the post being advertised and the financial cost.

All advertisements will include a phrase regarding our commitment to safeguarding children and the requirement to undertake a DBS (Disclosure & Barring Service) check.

If, within a six month period of a post being advertised, the same post or a very similar post becomes vacant the appointing officer may consider applications received from the previous advert before re advertising the vacancy.

Application Form

A standard application form will be used to obtain a common set of core data from all applicants. CVs only be accepted to provide a full employment history.

Applicants must fully complete the application form. Any application form received and deemed to be incomplete will not be shortlisted.

Job description and Person Specification

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

In line with the statutory guidance, references will be sought on all short listed candidates, including internal ones, before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

References will be obtained from the candidate's current or most recent employer and will cover at least the last 5 years of employment.

All references will be followed up with a telephone call to confirm the identity of the referee. A log of this conversation should be recorded, including the date, time and identity of the person spoken to.

Interviews

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children. The selection process for people who will work with children will always include a face-to-face interview even if there is only one candidate.

Interview panels will consist of a minimum of two people and would normally involve the line manager, and a leadership team representative (Taleblazers Board will be represented on any panel). At least one person on the interview panel will hold current Safer Recruitment training.

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support Taleblazers' agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- whether the candidate wishes to declare anything in light of the requirement for a criminal record (DBS) check.

Pre Appointment Checks

Prior to appointment Taleblazers will consider and check the employment status of all workers. In any situation where Taleblazers is considering hiring a worker and not paying that worker through its Payroll (where tax is paid through PAYE) Taleblazers will complete an employment status check for tax purposes as required by HMRC.

Conditional Offer of Appointment

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of satisfactory references (if those have not already been received);
- verification of the candidate's identity (if that could not be verified straight after the interview)
- verification of qualifications (if not verified after the interview);
- verification of professional status where required e.g. QTS status, NPQH;
- a full DBS check, including Barred List check, plus, if the successful candidate has been recruited from, or worked overseas, a certificate of good conduct or criminal record check from that country's embassy / appropriate body.
- a Prohibition check (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non-teaching posts) satisfactory completion of the probationary period, if applicable.
- Verification of eligibility to work in the UK.
- Childcare disqualification check.
- Section 128 check (for management positions)

All checks will be:

- confirmed in writing;
- summarised on a Single Central Record in line with the statutory guidance *Keeping Children Safe in Education*
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by criminal record check regulations); and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on a Barred List, or other checks shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Local Authority Designated Officer and / or the Disclosure and Barring Service.

Post Appointment Induction

There will be an induction programme for all staff and other volunteers newly appointed in an establishment, including teaching staff, regardless of previous experience.

The information provided through the induction process will cover the requirements of the statutory guidance – *Keeping Children Safe in Education*.

Volunteers

Volunteers in regulated activity (teaching or looking after children on an unsupervised basis) will be subject to a DBS check (including Barred List information) prior to undertaking any work in the Academy.

In line with *Keeping Children Safe in Education* Senior management in the Academy will undertake a risk assessment and use professional judgement when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaging in regulated activity.

Other standard recruitment checks will be carried out on volunteers undertaking work on a regular basis in the Academy (as opposed to one-off / infrequent supervised volunteers e.g. helping with a trip/event).

Where, following a risk assessment, other recruitment checks are deemed necessary they will involve completion of an application form, providing proof of ID and providing two satisfactory references. In addition the volunteer will complete appropriate safeguarding training. In instances where volunteers are working with us 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, Taleblazers will require them to complete a registration form and provide proof of DBS clearance if applicable.