



An Daras Trust
Igniting Curiosity Growing Capabilities

An Daras Multi Academy Trust Policy for Safer Recruitment

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: Approved	
Recommended	
Statutory	Yes
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Advisory Committee	RSS
Linked Documents and Policies	ADMAT Child Protection and Safeguarding Policy

Introduction

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;
- Ensure anti-discriminatory practice;
- Deter prospective applicants who are unsuitable for work with children or young people (e.g. through detailed person specifications, safeguarding checks);
- Identify and reject applicants who are unsuitable for work with children and young people (e.g. safeguarding checks, references).

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably head teachers. These requirements change from time to time and must be met.

Identification of Recruiters

At least one recruiter must have successfully completed accredited training in safer recruitment procedures. A panel of recruiters for any post will be convened from ADMAT senior staff, directors or local governors as required.

Inviting Applications

- Advertisements for posts – whether in newspapers, journals or on-line – will include a safeguarding statement;
- Prospective applicants will be supplied or informed about where to find, as a minimum, the following:
 - i. job description and person specification;
 - ii. the school's child protection policy;
 - iii. the school's recruitment policy (this document);
 - iv. the selection procedure for the post (person specification);
 - v. an application form.
- All prospective applicants must complete, in full, an ADMAT application form – which is hand signed on arrival for interview (should they be invited to interview) to confirm the accuracy of information contained in the application.

Short Listing and Interviews

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the interview stage, so that any discrepancies can be probed during the selection stage. Applicants will be informed of this intention as part of the application pack.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. At least two references or up to three references will be requested. If the references do not cover the period of the previous 5 years additional references will be required.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:

- i. the candidate's suitability for working with children and young people;
 - ii. any disciplinary warnings, including time-expired warnings, that relate to the
 - safeguarding of children;
 - iii. the candidate's suitability for this post.
- Trust employees are not entitled to see and receive, if requested, copies of their employment references.

The Selection Process

- 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.
- Interviews will always be face-to-face (which may be via visual electronic link). Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Feedback to candidates will be given if requested.
- Candidates will always be required:
 - i. to explain satisfactorily any gaps in employment;
 - ii. to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - iii. to declare any information that is likely to appear on a DBS disclosure;
 - iv. to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Pre-Employment Checks

All successful applicants are required prior to starting:

- To provide photographic proof of identity.
- To complete a DBS disclosure application and receive satisfactory clearance.
- To provide original certificates of qualifications.
- To complete a confidential health questionnaire.
- To provide proof of eligibility to live and work in the UK.

We will require original documents for proof of identity, photocopies will not be accepted. We will check QTS and complete overseas checks as required. Prohibition checks for any school post involving working with children will be completed prior to the successful applicant starting.

Induction

- 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 before having unsupervised contact with children.
- Meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s) if required.

The ADMAT Safer Recruitment and Selection Process Checklist will be followed throughout the recruitment process.