Model Safer Recruitment Policy

Aim

To ensure our recruitment practices help deter, reject or identify people who might pose a risk to children.

Scope

This policy should be read and understood by all those that are involved in the recruitment of employees and/ or volunteers.

Who Can Help?

- DBSmailbox@westsussex.gov.uk/ 01243 642148 – Please contact the DBS team if you need any help in relation to the DBS.
- HR.Professional.Support@westsussex.gov.uk/ 033022 22422 – Please contact HR Professional Support for questions in relation to pre-employment checks.
- HRPolicyQueries@westsussex.gov.uk - Please contact HR Policy if you require this document in an alternative format.
- Safeguarding Lead– Please contact the Local Authority's Safeguarding Team if you have any safeguarding concerns or questions

Principles

We will:
- Ensure compliance with Keeping Children Safe in Education statutory guidance.
- Complete all required pre- employment checks, and employment will not commence until satisfactory outcomes have been received.
- Ensure all shortlisted candidates complete in full the Shortlisted Candidate Information Form.
- Carefully scrutinise Application forms, Shortlisted Candidate Information form and References in order to identify any anomalies, employment gaps or safeguarding concern, which will be followed up and understood at interview.
- Include information on safeguarding and promoting the welfare of children, in job description, person specifications and job adverts
- Add suitability to work with children as a key requirement in the person specification.
- Ensure that all adverts will illustrate that the successful candidate will be subject to a Disclosure and Barring Service (DBS) check.
- Ensure that having a criminal conviction will not necessarily bar someone from working at our school, as this will depend on the circumstances and background to the offence and the role they're applying for.
- Ensure that any sensitive information disclosed at part of the recruitment process is kept confidential and only used to assess suitability for the role.

1.0 Safer Recruitment Training

To ensure our school meets the School Staffing Regulations 2009 we will ensure that at **least one** person on any appointment/ recruitment panel has undertaken appropriate safer recruitment training. The training will cover, at a minimum, the content of the statutory guidance 'Keeping Children Safe in Education'.

2.0 Shortlisted Candidate Information Form

We will send the Shortlisted Candidate Information form alongside written notification to all candidates invited to interview, stating that relevant criminal convictions and other associated information disclosed on the form will be discussed at the interview. This is to assess job-related risks. We will also make clear that this information will be treated confidentiality and only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied.

3.0 Discussing Criminal Convictions at Interview

Only after a full assessment of the applicant has been completed and a decision made as to their ability to do the job, will we discuss any criminal conviction and associated information. This will ensure we do not discriminate or treat unfairly candidates who have a criminal record.

Discussions on criminal convictions will be between the applicant and the designated chair of the recruitment panel.

4.0 Induction

All new members of staff will be given an induction programme which will clearly identify our policies and procedures and where to find them. This will include:
- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and Whistleblowing Policy,
- Raising a concern.

Date	Amendments	Who?
	Written	Policy
December 2015	Aligned to latest KCSiE. Ensured compliance with the Equality Act.	Policy (AG)
August 2018	Aligned to latest KCSiE. Removed reference to Disqualification by Association.	Policy (AG)