

The Acorn School

SAFER RECRUITMENT POLICY

APPROVED BY Proprietors / Headmaster: January 2017


.....**Graeme Whiting**


.....**Sarah Whiting**

POLICY TO BE REVIEWED: January 2018

SAFER RECRUITMENT RESPONSIBILITIES WITHIN THE ACORN SCHOOL

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SAFER RECRUITMENT POLICY

1. INTRODUCTION

As a small school our recruitment of new teachers and other staff is always on a very personal level. This helps us ensure that the person employed is entirely suitable to work with children, in addition to having all the necessary checks in place.

The first point of contact for any prospective member of staff is a meeting with the headmaster. If the headmaster feels it is appropriate to continue with a job application then the applicant will be shortlisted and complete a formal application, following the process outlined below.

Upon satisfactory completion of an application, references, and interviews, an offer may then be made, in writing, pending the satisfactory completion of pre-employment checks.

The first term is a trial period for any new teacher. During and following this period the teacher group will be consulted to review how it has gone. Any concern not previously raised will be discussed at this point. Older students of the school are also consulted as to how they feel the teacher has fitted into the school.

All details of applications are kept on file, including dates and information on DBS checks, prohibition checks, right to work checks and references.

2. APPLICATION PROCESS

2.1 Prospective applicants will be supplied, as a minimum, with the following:

- Job Description.
- The School's Safeguarding and Safer Recruitment Policy (this document);
- Background Information and details of the post and selection procedure.
- An Application Form.

2.2 All prospective applicants must complete, in full, an Application Form.

3. REFERENCES

3.1 Where possible, references will be sought on all short-listed candidates including internal ones before interview, and scrutinised so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.

3.2 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

3.3 The School will always ask about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, the School will, where possible, check with the school, college or local authority at which the candidate has been most recently employed, to confirm details of their employment and their reasons for leaving.

3.4 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.

3.5 The referee will be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by

the candidate on their application form. Any discrepancies should be taken up with the candidate. A detailed written note will be kept of such exchanges.

3.6 Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

3.7 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people.
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
- the candidate's suitability for this post.

4. THE SELECTION PROCESS

4.1 Selection techniques will be determined by the nature and duties of the advertised post, but all vacancies will require an interview of short-listed candidates.

4.2 Interviews will always be face-to-face and the interview board will include the school's Safer Recruitment trained member of staff, Sarah Whiting. Telephone interviews may be used at the short-listing stage, but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

4.3 Under section 60 of the Equality Act, the School will only ask health-related questions of applicants before the appointment is offered if the questions are specifically related to an intrinsic function of the work.

4.4 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 check.
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- to declare any reason why they may be disqualified by association

5. APPOINTMENT

5.1 An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

5.2 A candidate's identity will be verified by photographic ID and proof of address.

5.3 An offer letter will be written and upon receipt of acceptance and confirmation of the satisfactory completion of pre-employment checks a contract will be issued.

6. EMPLOYMENT CHECKS

All members of staff must be checked for their suitability to work with children. They must either have an enhanced CRB check carried out or, if they have come directly from another educational establishment within 3 months, we can accept a previous enhanced CRB check at the discretion of the headmaster and administrator. This whole policy also applies to volunteers and in-service trainees.

The following employment checks will be carried out prior to any applicant taking up their post.

6.1 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 confirm they are medically and mentally fit to carry out the role
- to provide proof of eligibility to live and work in the UK

6.2 The School will obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity and will obtain a separate barred list check, if an individual is due to start work in regulated activity before the DBS certificate is available.

6.3 The School will check that a candidate, who has Qualified Teacher Status, is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

6.4 The School will verify the person's right to work in the UK. Where a candidate has lived or worked outside the UK, the School will make any further checks considered appropriate.

6.5 The School will require the successful candidate to provide original copies of their qualifications as appropriate.

6.6 The successful candidate must show the DBS certificate to the School before they take up post or as soon as practicable afterwards.

6.7 The School may ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the specific role.

7. INDUCTION

7.1 All staff who are new to the school will receive induction training that will include the School's safeguarding policies, guidance on safe working practices, health and safety and first aid.

7.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the headteacher.