

# BEST FOOT FORWARD Safer Recruitment Policy

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Safer recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. Ensuring the safeguarding and protection of pupils during the recruitment and selection process. Its overall purpose is to help identify and deter or reject individuals who are deemed to be at risk of abusing children. This policy complies with the guidance under Part Three of Keeping Children Safe in Education 2023 and will be reviewed annually.

The following process will be adopted and applied consistently when appointing a staff member, volunteer, or casual worker.

## Advertising

When any form of advertising is used to recruit staff, casual workers or volunteers, the following information will be reflected:

- aims of the organisation and, where appropriate, the particular programme involved.
- a detailed role description including the qualities, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out.
- the organisation is an equal opportunities employer, operating within child safeguarding standards.

## Pre-Application Information

Pre-application information sent to interested or potential applicants will include:

- a job or role description, including roles and responsibilities.
- a person specification which clearly states qualifications and experience required
- an application form.
- a self-disclosure form.



## Application Forms

All applicants, whether casual, paid or voluntary, full time or part time will complete an application form, including a full work history. Individuals providing incomplete applications will not be considered.

## References

Contact details of two written references (not relatives) are required, one of which should be a previous employer, ideally this will be from a previous school or education-based employment. References will only be taken up when the position is offered to the applicant and will be requested via email and if required confirmed by telephone. A reference provided by phone only will not be accepted. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted on their own merit.

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:

- The candidate's suitability for working with children, young people, or adults at risk.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people and adults at risk.
- The candidate's suitability for this post.

All appointments are subject to two satisfactory references prior to the provisional start date. Please note that should the applicant be unable to provide references within the UK, overseas references and where appropriate, a DBS along with a barring check will be undertaken.



## Disclosures

All those with significant access to, or responsibility for, children, young people or adults at risk, will be required to complete an enhanced level DBS check. All advertised roles make clear that the candidate may be subject to a DBS check. The applicant has a responsibility to disclose any previous convictions, in line with the relevant legislation.

Children's barred list – the DBS maintains a 'barred list' of individuals who are unsuitable to work with children and vulnerable adults. In addition, where an enhanced DBS including a barred list check is obtained, the certificate will also detail whether the applicant is subject to a direction under section 128 of the Education and Skills Act 2008 or section 167A of the Education Act 2002.

Section 128 check – this provides for the Secretary of State to direct that a person may be prohibited or restricted from participating in the management of an independent school (which includes academies and free schools). A person prohibited under section 128 is also disqualified from holding or continuing to hold office as a governor of a maintained school.

## Shortlisting

The short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members. All shortlisted candidates will be required to submit a completed self-declaration form. Having a criminal record does not automatically prevent you from working with or for the organisation.

## Interview Process

Interviews will be carried out by a minimum of two fully trained staff members, one of which will be trained in Safer Recruitment and interviews will ideally be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people.
- Explore their attitude and their motivations for applying for the role.
- Explore any gaps in work history.
- Check the candidate's identity.



## Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). The applicant will be informed that the appointment is subject to a satisfactory enhanced DBS check along with two references and any other checks required as part of the position.

All staff, including casual workers and volunteers will undergo a formal induction, which will cover the organisation's Safeguarding and Child Protection Policy and Procedures, FGM, Domestic Violence, Prevent & Radicalisation and Safeguarding Level 3 training. Any further training needs will be established as part of their induction and refreshed on an ongoing basis and in line with Keeping Children Safe in Education.

## Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistleblowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

## Probation Period

Where staff are appointed on permanent contracts this will be subject to a probation period of 3 months (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited. For those staff on casual contracts this will not apply.