

*St Martin-in-the-Fields
High School for Girls*



With Love and Learning

**SAFER RECRUITMENT
IN EDUCATION
POLICY**

APPROVED: January 2016
DATE TO BE REVIEWED: January 2018

St Martin-in-the-Fields High School for Girls
is a company limited by guarantee registered
in England and Wales Registered Number
07984073. Registered office: 155 Tulse Hill,
London SW2 3UP

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Safer Recruitment in Education

Adopted: January 2016
Next Review: January 2018

The Governing Body is committed to the safeguarding of children so all Staff Appointments are subject to a satisfactory Enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Introduction

This Policy sets out the requirements of 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 or young people

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools, notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met.

Interview Panel

At least one member of each interview panel must have completed the Safer Recruitment in Education Online Training through the Department for Education website.

Inviting Applications

Advertisements for posts will include the statement The Governing Body is committed to for the safeguarding of children so all staff appointments are subject to a satisfactory enhanced DBS check and exempt from the provisions of the Rehabilitation of Offenders Act 1974.

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

- a Job Description and Person Specification
- the schools' Child Protection Policy
- the schools' Safer Recruitment in Education Policy
- an Application Form
- all prospective applicants must complete, in full, an Application Form. CV's will not be accepted.

Short-listing

Short-listing of applicants will be against the Person Specification criteria for the post.

References

Two references will be taken up at the stage of selection. References will be sought directly from the Referee. References or Testimonials from the applicant will never be accepted. Where necessary, referees will be contacted by telephone or email 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 candidates' 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 the post. School employees are entitled to see and receive, if requested, copies of their Employment References.

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. 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).

Candidates will always be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- declare any information that is likely to appear on a DBS Disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment Checks

All successful applicants are required to:

- provide proof of identity
- complete a DBS Disclosure Application and receive satisfactory clearance
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- provide proof of eligibility to live and work in the UK