

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

A CHURCH OF ENGLAND ACADEMY
CO-ED SIXTH FORM



SAFER RECRUITMENT POLICY

APPROVED: 2023

DATE TO BE REVIEWED: 2024

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Approved: 2022

Review: 2024

At St Martin's we are a family community built from Christian values. We believe, most importantly, that we belong to something much greater than ourselves – Christ is at the centre of our Church of England school community. In all that we do, we seek to show God's care for our students. We live, love and learn together. Students of all faiths and none are welcomed into our school family. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God, seen in Jesus Christ and lived out through the Holy Spirit, alive in every person.

Our vision

A high achieving Christian Girls' School with a thriving mixed Sixth Form where excellence is exemplified and encouraged, ensuring an enriching educational experience where our students appreciate that learning is not a matter for school but for life and productive citizenship.

Our Mission

Inspired by our motto "Caritate et Disciplina" Our mission is to create a safe, caring, happy and inclusive community underpinned by our Christian values. We want our students to shine and grow together in faith and knowledge, developing their unique gifts and talents both in the classroom and in the wider life of the school and beyond.

We believe that reverence for God, respect for self, others and the environment is essential in today's society and we therefore dedicate our effort towards fostering these virtues. During their time at St Martin's, they will be empowered to fulfil their learning potential because they are **Hopeful, Enquiring, Respectful, Organised, Independent and Collaborative**. Our students will fulfil their academic potential, but more than this, they will develop the skills, competencies and personal qualities and characteristics that will help them to be successful in the future in whatever route they choose to take.

'Show yourself in all respects to be a model of good works, and in your teaching show integrity, dignity and sound speech. Titus 2:7-8

St Martin's School Prayer

Dear God,

We thank you for your love and your promise to be with us. At school or work, at rest or play, help us to feel near to you and hear your voice. Inspired by St. Martin's example, may we always show respect, encourage one another and serve our community. Help us to be aware of our talents, be enquiring and independent. May your gifts of faith, hope and love shine in us today.

Amen

Inspired by St Martin's School Prayer

We nurture. We develop. We educate. We are St Martin's.

Safer Recruitment

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
- 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

At least one interview panel member will be safer recruitment trained.

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