

Safer Recruitment Policy

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff, regular volunteers and trustees are subject to an up-to-date *Disclosure and Barring Service (DBS)* checks prior to taking up their post or role.

St Paul's Steiner School is also committed to providing a supportive and flexible working environment to all its members of staff. St Paul's Steiner School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. It is recognised that this can only be achieved through sound procedures and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

St Paul's Steiner School recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. St Paul's Steiner School is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

St Paul's Steiner School will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Aims:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education (2018) and any advice published by the Disclosure and Barring Service (DBS);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

All positions within St Paul's Steiner School are exempt from the Rehabilitation of Offenders Act 1974 and therefore, all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check.

St Paul's Steiner School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s).

Inviting Applicants

All advertisements for posts will include the statement:

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff, regular volunteers and trustees are subject to an up-to-date Enhanced Disclosure and Barring Service (DBS) check prior to taking up their post or role.

All prospective applicants must complete in full, an application form. Incomplete application forms may be rejected at the short-listing stage.

Short Listing and Referees

Short listing of candidates will be carried out in relation to the identified person specification for the post. Each candidate will be firstly checked against the 'Essential' criteria'. If a large number of candidates meet the essential criteria, then the selection panel may consider the desirable criteria in order to make a subsequent shortlist.

References will be sought directly from the referee. Open references will never be accepted (i.e general and to 'Whom It May Concern'). References will be sought prior to interviews taking place wherever possible.

Referees will always be asked specific questions about:

- The candidate's suitability to work 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.

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. At least one member of the panel will have completed the Safer Recruitment Training. Interviews will always be face-to face.

Candidates will always be required:

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

All application information will be kept on record for six months following the interview for the unsuccessful candidates.

Employment checks

All successful applicants are required to:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance. A school must be in receipt of the DBS Enhanced
- Clearance as soon as it is available to the applicant. Failure to present this information will lead to disciplinary action being taken.
- To provide actual certificates and qualifications (not photocopies) which must be signed off by the HR Group.
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK, if appropriate.
- Complete a Childcare Disqualification declaration form, if required
- Be subject to a prohibition check, carried out by school.
- Produce a 'Good Conduct' certificate if they have lived outside of the United Kingdom where necessary

Induction

All staff new in post will receive an induction pack and receive training that will include safeguarding and child protection and whistle blowing. In addition, new starters will be provided

with a copy of the last version of the DfE guidance Keeping Children Safe in Education (Part 1 & Annex A), and asked to sign to confirm receipt.

Single Central Register of Recruitment Vetting Checks (SCR)

In line with DfE requirements, St Paul's Steiner School will keep and maintain a SCR. The SCR will list all staff who are employed at the School, including casual staff, Trustees, and those who provide services but who are not employed by the School e.g. Art Therapist. The SCR will indicate whether the required pre-employment checks have been completed, what documents have been checked, when and by whom.

Internal Policies

This policy should be read in conjunction with the following policies:

- Safeguarding
- Code of conduct
- Whistleblowing
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National Guidance

The following national guidance should also be referred to:

- DfE: Keeping Children Safe in Education. Statutory Guidance for schools and colleges – Sept 2018
- Guidance for safer working practice for those working with children & young people in education settings – October 2015