

Safer Recruitment Policy

Introduction

Wynstones School understands the importance of adopting recruitment and selection procedures and other human resources management processes that deter, reject or identify people who might abuse children or are otherwise unsuited to work with children. We recognise that it is the first step to safeguarding and promoting the welfare of children in education. The School is committed to this endeavour and expects that all members of our community share this commitment.

Purpose

This policy aims to ensure that the process of appointing working community members reflects the importance of Safeguarding children. It pays particular attention to [section 157 of the Education Act 2002](#). This policy is aimed in principle to guide individuals who are in a position to make recruitment decisions. This will include Members of College, School Management Group and the Members of Council.

Who does the policy apply to?

Engaging any individual to provide services to the school poses a potential risk to children. As a school, however, Wynstones aims to be pragmatic in its approach. This policy will apply all working community members (paid and unpaid) and to some private contractors, which will be dependent on the amount of time they are unsupervised whilst doing their work.

Policy

The school recognises that following safer recruitment procedures is the first step to safeguarding and promoting the welfare of children in education. This document will provide a framework to comply with the principles set forth in our Equality and Diversity Policy and operates in conjunction with our Safeguarding Policy.

- All posts within the school setting are exempt from the [Rehabilitation of Offenders Act 1974](#) and therefore all applicants will be required to declare all spent and unspent convictions, cautions, and bind overs.
- All advertisements will make clear reference to the School's commitment to safeguarding and promoting the welfare of children.
- The School will ensure that a number of people have undertaken safer recruitment training and assessment.
- Every appointment panel will include one member who has received safer recruitment training.
- Any criminal record disclosed by a candidate or the DBS will be discussed in detail in a separate meeting with either the Designated Safeguarding Person or the Business Manager. This will include any discrepancies that arise during a recruitment process. Notes will be taken, provided to the candidate and kept in the safeguarding file.
- All offers of employment or engagement of services will be subject to successful references.

- All offers of employment or engagement of services will be subject to a Disclosure and Barring (DBS) Check. Having a criminal record will not necessarily be a bar to obtaining a position or contract with the School.
- All members of our working community are required to notify the school in writing of any convictions, cautions and penalties during the course of the employment or engagement with the school.

Pre-Employment checks to be undertaken upon Short-listing

The following pre-employment checks will be undertaken if suitable for a role within the school:

- Receipt of at least two satisfactory references, one is from the most recent employer.
- Verification of the candidate's identity in line with the requirements of the [Immigration, Asylum and Nationality Act 2006](#).
- A satisfactory DBS check.
- Verification of the candidates medical fitness.
- Verification of qualifications.
- Evidence to work in the UK.
- Verification of professional registration if applicable to the application.

Roles and responsibilities

Council

It is the role of the Council to ensure that the school has effective policies and procedures in place for the recruitment of all members of our working community in accordance with the DfE guidance and legal requirements. The Council will monitor the School's compliance with procedures each term, as well as annually reviewing all Safeguarding Policies and procedures.

Education Leader

It is the role of the Education Leader to ensure

- That the school operates safer recruitment procedures and makes sure all the appropriate checks are carried out on all people engaged to work in the school.
- To monitor all contractors and agencies comply with this policy.
- To promote the welfare of children at the every stage of the recruitment procedure.

College of Teachers

It is the role of College to hold the Education Leader accountable for the above actions and to review the Schools compliance with procedures each term as well as annually reviewing all safeguarding Policies and procedures.

Designated Safeguarding Person

It is the role of the DSP to investigate any self-disclosures and criminal convictions of any short-listed candidate who has applied for a role with the school.

Business Manager

It is the role of the Business Manager to be engaged with the administration of the recruitment process to ensure that all checks are administered and kept on record.

Created: 22/10/2013 HCK, AF
 Review date: 22/10/2014 HCK, AF
 Reviewed 04/11/2014 AL