

CHAUNCY SCHOOL

SAFER RECRUITMENT POLICY

September 2010

The purpose of this policy is to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children and young people
- Identify and reject applicants who are unsuitable to work with children and young people

Statutory requirements for the appointment of staff, notably for headteachers and deputy headteachers must be met.

Chauncy School will move towards a position where at least one recruiter has successfully received accredited training in safe recruitment procedures.

Applications:

- All advertisements for posts will include the statement 'Chauncy School is committed to safeguarding children and young people. All posts are offered subject to a satisfactory enhanced CRB disclosure'
- Prospective applicants will be supplied with the following:
 - Job description and person specification
 - Chauncy School Child Protection Policy
 - Chauncy School Safer Recruitment Policy
 - An application form
- All prospective applicants must complete, in full, an application

Short-listing and references:

- Short-listing of candidates will be against the person specification for the post
- Reference will be taken up, where possible, before the selection stage so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee. References or testimonials provided by the candidate 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 record will be kept of such exchanges
- 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
- School employees are entitled to see, and receive copies of their employment references.

Selection:

- Selection techniques will be determined by the nature and duties of the vacant post but all vacancies will require an interview of short-listed candidate
- 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 CRB 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 CRB disclosure application and receive satisfactory clearance
- Provide actual certificates of qualification
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

Induction:

- All staff who are new to Chauncy School will receive induction training that will include the school's safeguarding policies and guidance on safe working practices
- Regular meetings will be held during the first three months of employment between new employees and their managers