

Safer Recruitment Policy

1. Introduction

- 1.1 Somerset Road Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- 1.2 In this context it is vital that the Trust applies recruitment and selection procedures that identify people who are unsuited to work with children.
- 1.3 The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the head teacher, those who regularly come into contact with children in a supporting or voluntary capacity.
- 1.4 The School's Safer Recruitment Policy and Child Protection Policy draws upon the recent Department of Education's guidance *Keeping Children Safe in Education (September 2019)*.

2. Aims

- 2.1 To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- 2.2 To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- 2.3 To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

3. Recruitment Procedures

- 3.1 In order to ensure safer recruitment Somerset Road Education Trust will:
 - Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
 - Ensure that any job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
 - Ensure that any person specification includes specific reference to suitability to work with children.
 - Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
 - Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.

- Conduct a face to face panel interview to explore the candidate's suitability to work with children as well as his/her suitability for the post.
- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed.
- Check the candidate's previous employment history and experience.
- Verify that the candidate has the health and physical capacity for the job.
- Conduct the mandatory check list of List 99 and/or the Protection of Children Act List and an enhanced disclosure criminal record check via the DBS system. New employees will also have to complete a confidential Pre-Employment Health Check.
- Ensure new staff are familiarised with our Child Protection Policies and Safer Working Practices.

May 2019

To be reviewed May 2020