



TIMU ACADEMY TRUST

Policy Document for: Safer Recruitment

Approved: January 2017

Due for Review: January 2020

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. The Timu Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The Trust recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to any of the schools in the trust. It also sets out the minimum requirements to:

- a. attract the best possible applicants to vacancies;
- b. deter prospective applicants unsuitable for work with children;
- c. identify and reject applicants unsuitable for work with children.

Practices

The Trust will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training

The following procedures and practices are in place to ensure the safe recruitment of staff:

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the Trust by the inclusion of the following statement:

“The Trust is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- School prospectus and information pack or information about the website
- Selection Procedure for the post

All applicants must complete the application form in full

Stage 3 Applicant Short-Listing

Candidates for the post and suited to the job description and person specification following analysis of their applications will be short-listed following consultation between the Principals, HR manager, Governors and others involved in the interviews process.

Where possible, references will be taken up before the selection stage. However should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A written note will be kept of any such exchanges. References will be requested for all successful candidates

Stage 4 Interview

Candidates selected for interview will have to provide:

- a. proof of identity
- b. certificates of qualifications
- c. eligibility to live and work in the UK
- d. The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.
- e. Candidates will always be required:
 - i. to explain satisfactorily any gaps in employment;
 - ii. to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
 - iii. to declare any information that is likely to appear on a CRB disclosure;
 - iv. to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted instead of a signed reference from a referee.

In cases of applicants being invited to interview, referees can be contacted by telephone or e-mail prior to receiving a written, signed reference.

Stage 5 Successful Candidate: Pre Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- a. receipt of at least two satisfactory references
- b. verification of the candidate's identity
- c. a list 99 check
- d. a satisfactory Enhanced CRB disclosure.
- e. verification of the candidate's medical fitness

- f. verification of qualifications
- g. verification of professional status where required e.g. QTS
- h. the production of evidence of the right to work in the UK

Stage 6 Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people and safe working practices as well as matters directly related to the operation of the post.

Central Record of Pre Employment Checks

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment is kept. This record contains details of checks:

- a. All staff who are employed to work at the school;
- b. All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- c. All others who have been chosen by the school to work in regular contact with children. This will include volunteers, governors and directors.

Rehabilitation of Offenders Disclosure

All posts within The Trust are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.