



## **1. POLICY**

Our policy is to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure that statutory requirements are met i.e. that those appointed are suitable to work with students, are medically fit to do so and have the right to work in the UK;
- ensure equality of opportunity, including the recruitment of ex-offenders (see Appendix A);
- recruit the best person for each job;
- make The Radclyffe School an employer of choice.

## **2. RECRUITMENT PANELS**

Recruitment panels will be appointed appropriate to the post vacancy. For all posts below Deputy Headteacher, the Headteacher will be responsible for determining the most appropriate panel that may/may not involve Governors. All Governors will be invited to participate in the appointment of a Headteacher or Deputy Headteacher with a minimum of three Governors, other than a governor who is the Headteacher or (as the case may be) a Deputy Headteacher, forming the selection panel.

At least one member of a recruitment panel will have completed safer recruitment training.

## **3. INVITING APPLICATIONS**

3.1 All posts will be advertised to include the statement:

"The school is committed to safeguarding children and all appointments will be subject to a satisfactory and current enhanced criminal records check."

3.2 Prospective applicants will be supplied with, or directed to, as a minimum, the following:

- job description and person specification;
- an application form
- the school's child protection policy;
- the school's recruitment policy (this document)

All prospective candidates must complete an application form and curriculum vitae will not be accepted.

## **4. SHORTLISTING AND REFERENCES**

4.1 Shortlisting of candidates will be against the person specification for the post.

- 4.2 Where possible references will be taken up (before the selection stage so that any discrepancies can be probed during selection. References or testimonials provided by the candidate will not suffice. Where necessary, referees may be contacted by telephone or email in order to clarify any anomalies or discrepancies and note made of any such exchanges. Similarly, the previous employer if not named as a referee may be contacted in order to clarify any anomalies or discrepancies and a note kept of the exchange.

Referees will always be asked about:

- the candidate's suitability to work with children;
- any disciplinary warnings, including time expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post in question.

## **5. THE SELECTION PROCESS**

- 5.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face-to-face interview of short-listed candidates.
- 5.2 Candidates will always be required to explain satisfactorily:
- any gaps in employment;
  - any anomalies or discrepancies in the information available to recruiters;
  - their ability to safeguard and protect the welfare of students.

## **6. PRE-EMPLOYMENT CHECKS**

Before confirming an appointment, the school will be satisfied that:

- there is proof of identity;
- there is no reason why the person may not work with children or young people (criminal records check and references – but see also Appendix A)
- qualifications are supported by original certificates ;
- the person is medically fit for the purposes of working with children;
- the person is eligible to work in the UK.

## **7. INDUCTION**

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

## **8. MAINTAINING A SAFER CULTURE**

All staff will annually be reminded of the school's commitment to safeguarding and be given fresh guidance on safe working practices. This will include giving staff the confidence to raise concerns about the safety and welfare of children and clarify how to do so.

## **9. SINGLE CENTRAL RECORD**

A single central record will be kept and maintained to record recruitment and vetting checks for all staff (permanent and temporary and on supply), volunteers, work placement students and governors. We will work in partnership with our PFI provider to ensure checks are similarly in place for their workforce.

Signed by Chair of Governors ..... Date: .....  
To be reviewed 2021

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

The Radclyffe School recognises that when making judgements about criminal records (DBS) for the purposes of assessing suitability for employment with children, all DBS applicants must be treated fairly and without discrimination. DBS applicants who have a criminal record will therefore not be discriminated automatically by virtue of having a conviction or because of other information revealed.

### Policy

The Radclyffe School's policy on the recruitment of ex-offenders is to:

- not discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed;
- only ask an individual to provide details of convictions and cautions that The Radclyffe School is legally entitled to know about;
- only ask an individual about convictions and cautions that are not protected;
- be committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background;
- make this written policy available to all DBS applicants;
- actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records;
- select all candidates for interview based on their skills, qualifications and experience;
- only submit an application for a criminal record check when it is relevant to the position concerned. For those positions where a criminal record check is identified as necessary, recruitment information will be clear that an application for a DBS certificate will be submitted in the event of the individual being offered the position;
- ensure that all recruiters at The Radclyffe School have access to competent advice on how to assess the relevance and circumstances of offences;
- ensure that at interview, or in a separate discussion, an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment;
- make every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](#) and makes a copy available on request;
- undertake to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.