



Safer Recruitment Policy

Person Responsible:	Mrs L Wade	Frequency of Review:	2 Year
Authorisation By:	Headteacher	Notice Date:	31/08/2019
Authorisation Date:	30/09/2017	Review Due By:	30/09/2019

1 Objectives

To set out the minimum requirements of Upper Wharfedale School’s recruitment process in order to maintain a safe and supportive environment for all of our students, staff and others within our school community. This policy aims to:

- Attract the best possible applications to vacancies;
- Deter identify and reject prospective applicants who are unsuitable to work with young people.

2 Implementation

All recruitment procedures involve the following:

- At least one member of the interview panel will have received and passed the accredited on- line training in safe recruitment procedures. All interviews will be conducted by a minimum of two people. The Headteacher and/or the Associate Headteacher will always be present.
- A Governor will be present on the interview panel for most posts wherever possible, and especially TLR and SLT posts.
- Adverts for all posts will clearly state *“Upper Wharfedale School is committed to safeguarding and promoting the welfare of children and young people, including protecting children from radicalisation. All appointments made are subject to an enhanced Disclosure and Barring Service check.”*
- Applicants will be supplied with, as a minimum, the job description, person specification, application form and information about the post. Links to information about the school will be available and the Child Protection Policy made available.
- Shortlisting of candidates will be against the job description and person specification and when shortlisting particular attention will be paid to unexplained gaps in employment, repeated changes of employment and any discrepancies. Incomplete application forms will not be accepted.
- References will be sought directly from the referee. References or testimonials provided by the candidate directly will not be accepted. Referees will be asked specific questions relating to the candidate’s suitability to work with children and young people, any disciplinary warnings relating to the safeguarding of children and young people and the candidate’s suitability for the post.
- When scrutinising references before making an appointment:
 - Reject open references (for example in the form of ‘to whom it may concern’ testimonials).
 - Ensure any concerns have been resolved satisfactorily.
 - Contact the referee for further clarification where necessary.
 - Compare references for consistency with the information provided by the candidate and take up any discrepancies with him/her.
 - For candidates for teaching posts who are not currently employed as teachers, contact the school, college or local authority where he/she was most recently employed to confirm details of their employment and their reasons for leaving.

- Consider any information about past disciplinary action or allegations carefully when assessing an applicant's suitability.
- All appointments for teaching posts will involve students. Candidates for teaching positions will be asked to teach a lesson, students will show the candidates around and where possible there will also be a student interview panel or activity. Selection techniques will be determined by the nature and duties of the vacant post. Interviews will always be face-to-face and candidates will always be required to explain any gaps in employment, to declare any information that is likely to appear on a DBS disclosure, and to demonstrate their capacity to safeguard and protect the welfare of children and young people. If a staff member is subsequently found to have an issue identified by the DBS check and has failed to reveal this information at interview this could lead to the withdrawal of the offer of employment.
- All candidates will be asked to bring original documentation confirming any educational and professional qualifications relevant to the post. Successful candidates are required to provide proof of identity, a complete DBS application and receive satisfactory clearance, and to provide proof of eligibility to live and work in the UK. All offers of employment are subject to two satisfactory references and an enhanced DBS check.
- All details are included on the Single Central Record which is kept updated by the Business Manager.
- All staff who are new to the school will receive induction training that will include training in child protection, safeguarding and guidance on safe working practices.
- The School will only use supply agencies operating a Safer Recruitment Policy and who supply written confirmation that all relevant checks have been satisfactorily completed. When recruiting supply teachers an identity check will be carried out on arrival.
- Existing staff will undergo a DBS check every 5 years.