



River Learning Trust

# **Safer Recruitment Process**

Person responsible for policy:  
Revised:  
Review Date:

HR Director  
April 2016  
April 2018

## Rationale

In line with current legislation on safeguarding children below is the Trust's Safer Recruitment Process. This process outlines the steps which all Trust schools will follow when intending to recruit staff or volunteers to any role. By following this process the Trust and its staff are doing everything possible to ensure the safety and well-being of all children and adults within the school community.

### The Safer Recruitment Process

The term 'head teacher' has been used throughout this procedure, however depending on the size and structure of the school the head teacher's role in the procedure may be delegated to other members of the senior leadership team or line managers as appropriate.

The term 'school manager' is also used throughout this procedure, depending on the structure in the school this may instead refer to a School Business Manager, Administration Officer etc.

Tasks	Detail	Who is accountable
<b>1. Advertising</b>		
Advert content	All adverts will include a statement outlining the school's commitment to safeguarding children (see appendix A for wording) as well as any statements which outline the specific safeguarding responsibilities of the post.	Headteacher / School Manager
Job description	Will be prepared in detail for each post and will include a statement about our commitment to safeguarding children and the caveat that, prior to appointment, an enhanced DBS disclosure, at least two references (1 from current/latest employer) and evidence of formal qualifications will be required to be provided, see Appendix B for wording.	Headteacher / School Manager
<b>2. Preparations prior to interview</b>		
Shortlisting	Will be conducted after the application deadline, judged on person specification, job description and responses to any tasks set. <ul style="list-style-type: none"> <li>• Two people to shortlist, ideally who will go on to be part of interview process.</li> <li>• Identify inconsistencies / highlight any gaps</li> <li>• Shortlisted candidates must have a fully completed application form</li> <li>• Apply criteria equally across applicants.</li> </ul>	Headteacher / School Manager and other senior leader(s).
Reference requests	At least 2 references will be requested on all shortlisted candidates using standard reference letter (Appendix C) and safeguarding questionnaire (see documents Reference Request – Support and Reference Request - Teacher), all of which meet safer recruitment regulations.	School Manager

	Reference from current employer (if previous role was in a school) should be from Headteacher or Chair of Governors. References from HoD / Faculty is not enough, and therefore should not be accepted.	
Letters of invitation to interview	Letters of invitation to interview sent to all shortlisted candidates to meet safer recruitment regulations and include requests to bring specified documentation for DBS checks and originals of formal qualification certificates (See appendix D for wording)	School Manager
Interview preparation	Create a structure for the interview, consider criteria in person specification and how you will test it. As part of interview structure ensure you: <ul style="list-style-type: none"> <li>• Include questions on attitudes towards children and child protection</li> <li>• Avoid hypothetical questions, questions should be looking for facts / evidence.</li> <li>• Include the opportunity to probe gaps / inconsistencies in application form.</li> </ul> <b>It is required that at least one member of any interview panel will have undertaken the OCC facilitated Safer Recruitment training.</b>	
<b>3. Interviews</b>		
Direct qualification checks	Originals of qualifications will be copied so we have confirmation for appointed: after appointment all destroyed except appointee's	School Manager
Interviews	Use interview structure already created, but follow up where necessary if any concerns are raised. Areas of potential concern: <ul style="list-style-type: none"> <li>• No understanding or appreciation of children's needs</li> <li>• Inappropriate language when talking about children</li> <li>• Unclear boundaries with children (ie parents applying for roles within their child's school, what is their motivation?)</li> <li>• Vagueness about experiences or gaps in history.</li> <li>• Unwilling to work with others / follow rules.</li> </ul>	Headteacher
References	Ensure references received, and that one is from Head teacher / Chair of Governors as relevant.	School Manager
<b>4. Appointment</b>		
Confirm References	The references of the successful candidate are checked by making verbal contact with the referees	School Manager
Letter of appointment	Letter of appointment, will be sent to successful candidate offering post and including a DBS form requesting it to be completed and returned. Offer will be conditional on references, DBS clearance and medical clearance (see appendix E for wording).	School Manager

5. Post-interview and initial appointment tasks		
Personnel file and contents	Personnel file will be started with checklist for contents to be completed and to include copies of: <ul style="list-style-type: none"> <li>• application,</li> <li>• qualification certificates,</li> <li>• references,</li> <li>• letters of invitation and appointment</li> </ul>	School Manager
SCR	New starter added to SCR, add as many details as possible, and ensure notes included on when DBS applied for.	School Manager
DBS process and other checks	DBS application to be checked/submitted for processing. Other checks completed as relevant.	School Manager
If no DBS in place before start date	In <u>exceptional circumstances</u> a new member of staff may be required to start working within the Trust before all of the necessary checks have been completed. If this is the case a Risk Assessment must be completed, and signed off by the Chief Executive before they start work. (see document; Risk Assessment: For new starters pending the issue of a DBS disclosure certificate).	Headteacher

Other documents to refer to

- DBS checks – documents required
- Reference Request – Support
- Reference Request – Teachers
- Risk Assessment: For new starters pending the issue of a DBS disclosure certificate)

## **Appendix A – Advert wording**

All adverts must include the following statement:

*XXX School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an enhanced DBS check. The River Learning Trust is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our schools' community.*

## **Appendix B – Job description wording**

All job descriptions must include the following statement:

*XXX School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*

## **Appendix C – Wording to be included in standard reference request**

*References should include all matters that might have any relevance to protection of children. This information contributes to us ensuring we are able to make a fair and safe appointment and is being requested in line with the Safer Recruitment Guidance and the DfE Guidance – “Keeping Children Safe in Education” (2015).*

*May I take this opportunity to remind you that you have the responsibility to ensure the reference is accurate and does not contain any material misstatement or omission and that relevant factual content of the reference may be discussed with the applicant. Please note that employees have the right to see their personal files. Your reference may, therefore, be seen by the applicant if appointed.*

## **Appendix D – Wording to be included in invitation to interview**

*You will be aware that a Disclosure and Barring Service (DBS) check is required if you are successful in being appointed to this post. Part of this process is a verification of identification. There are a number of documents we require you to bring to interview to prove you meet some of the selection criteria, these are listed in the attached document. If any of your documents are in an earlier version of your name you must bring statutory evidence of your change in name to its current version; e.g. deed poll or marriage certificate.*

*Photocopies will be taken of the relevant pages and placed in a sealed envelope and securely stored until an offer has been made, whereupon the information will be used to complete relevant sections of the DBS disclosure form if you are successfully appointed to the post.*

*If you do not have access to any of the attached documents, please contact me and I will inform you of alternative acceptable documents.*

*This information is also required to ensure we are adhering to the regulations of the Asylum and Immigration Act. Should your application be unsuccessful, your sealed envelope will be confidentially destroyed in line with the Data Protection Act.*

*In addition to the forms of identification you are required to bring with you your professional/academic qualifications if these are essential requirements in the selection criteria.*

*Bringing these documents to your interview will speed up the appointment process should you be successful, so your assistance is greatly appreciated.*

### **Appendix E – Wording to be included in Letter of appointment**

*This offer is conditional on the receipt of*

- *Two acceptable employment references*
- *Disclosure and Barring Service (DBS) clearance*
- *Medical clearance*

*XXX School and The River Learning Trust are committed to safeguarding and promoting the welfare of children and young persons; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*