



## **Safer Recruitment Policy**

This policy is linked to the Safeguarding Policy which is a statutory policy and is reviewed annually.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Introduction**

Learning to Listen is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority Designated Officer (LADO) within one working day of the allegation being made.

A referral will be made if an adult has:

- behaved in a way that has harmed a child or may have harmed a child.
- possibly committed a criminal offence against or related to a child.
- behaved towards a child or children in a way that indicates that he or she would pose a risk of harm if they work regularly or closely with children.
- The purpose of this policy is to set out the requirements of a recruitment process that aims to:
  - Attract the best possible applicants to vacancies.
  - Deter prospective applicants who are unsuitable to work with children or young people.
  - Identify and reject applicants who are unsuitable to work with children or young people.

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equal Opportunities Policy.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equal Opportunities Policy. We will comply with the requirements of DfE Keeping Children Safe in Education.



## **Roles and Responsibilities**

The Director will:

- ensure the provision has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements.
- monitor the provision's compliance with them.
- ensure that appropriate staff have completed safer recruitment training.
- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance.
- ensure that all appropriate checks have been carried out on staff and volunteers in the school.
- monitor any contractors' and agencies' compliance with this document.
- promote the safety and well-being of children and young people at every stage of this process.

## **Delegation of Appointments and Constitution of Selection Panel**

The Director may not delegate the power to offer employment to any other senior manager or governor.

The Director will aim to involve at least one senior member of the team in the appointment of all posts, where possible.

Selection panels will comprise a minimum of two people from the senior leadership team.

In accordance with the statutory requirement, every selection panel will have at least one member who has undertaken Safer Recruitment Training.

## **Advertising**

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advertisement externally. However, where there is a reasonable expectation that there are sufficient suitably qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in this policy.



All advertisements for posts, paid or unpaid, will include the following statements:

“Learning to Listen is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Successful applicants will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.”

## **Information for Applicants**

All applicants will be provided with:

- A job description, outlining the duties of the post and a person specification.
- An application form (CV s will not be accepted).
- A description of the provision, relevant to the vacant post.
- Reference to the Safeguarding Policy (Child and Young Person), Safer Recruitment Policy, DBS and other pre-employment requirements.
- The closing date for receipt of applications.

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates, submitting an application form completed online will be asked to sign the form if invited to interview.

A CV will not be accepted in place of a completed application form.

## **Short Listing and Reference Requests**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

If you have never been OR if you are presently employed to work with children and young people, provide two references.



If you do not currently work with children and young people but have done so in the past, you must provide three references, including a reference for the most recent employer where you worked with children and young people.

Candidates are entitled to see and receive copies of their employment references and should request these from their referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies.

Detailed written records will be kept of such exchanges. Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidates.
- Details of the candidates' current post.
- The candidate's performance history and conduct.
- Whether the candidate has been subject to capability procedures and the outcome of this.
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children.
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children.
- Whether the referee has any reservations as to the candidate's suitability to work with children (if so, specific details and reasons will be required).
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the "property" of the selection panel and strict confidentiality will be observed.

Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' will not be accepted.

References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate, for any post. References will be verified, and any discrepancies or areas of potential concern will be discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

East Hall Farmhouse  
St Pauls Walden  
Hitchin  
SG4 8DJ

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## Interviews

Before the interviews, the selection panel will agree on the interview format.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Applicants who qualify will be invited for an informal meeting with our Senior Leadership team at our Learning to Listen Centre. Working for Learning to Listen doesn't suit everyone, so this is an opportunity to meet our team, discuss your previous experience and any qualifications, have a look around, get a feel for the work that we do, and ask any questions you might have.

If after your visit you decide that you would like to continue with your application, you will be invited to a formal interview. This interview will consist of a 45-minute question and answer session, which will be scored against a predetermined set of questions. The highest-scoring applicants will then be selected. This information is contained in all job advertisements.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques.
- Details of the interview day and any tasks to be undertaken as part of the process (as above, this usually will involve a site tour at the first stage).
- The opportunity to discuss the process prior to the interview. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and the Person Specification and each candidate will be assessed against all the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.

Candidates will always be required:

- To explain satisfactorily any gaps in employment (NB this should also be done in the application form. Applications may be disregarded if the employment history is not completed sufficiently).
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel.



- To declare any information that is likely to appear on a DBS disclosure.
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to the prospective employment.

The recruitment documentation will be retained. Under the Data Protection Act, applicants have the right to request access to notes written about them during the recruitment process. After 6 months, all information about unsuccessful candidates will be securely destroyed.

### **Pre-appointment checks**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

When appointing new staff, we will:

- Verify a candidate's identity from current photo ID (originals) and proof of address (originals).
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity.
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the DBS enhanced disclosure is available.
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service.
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role).
- Verify the candidate's right to work in the UK.
- Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verify professional qualifications (originals), as appropriate.



**All checks will be:**

- Documented and retained on the personnel file.
- Recorded in Learning to Listen's Single Central Record.
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

**Offer of Employment by the Selection Panel**

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references.

The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

**Personnel file and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form – signed by the applicant.
- Interview notes – including explanation of any gaps in the employment history.
- References – minimum of two.
- Proof of identity.
- Proof of right to work in the UK.
- Proof of academic qualifications (where appropriate).
- Evidence of medical clearance from the Occupational Health Service (where appropriate).
- Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks.
- Offer of employment letter and signed contract of employment.

Learning to Listen will maintain a Single Central Record of employment checks in accordance with DfE guidance.



### **Start of Employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks (if required).

All new employees will be provided with an induction programme which will cover all relevant matters of Learning to Listen's policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

### **Adults working with children who are not employed directly by the school**

#### **Independent Tutors/ Supply Staff**

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed.

We will carry out identity checks when the supply staff member arrives at Learning to Listen.

#### **Volunteers**

We carry out DBS and pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two referees. References are taken up, as detailed in this policy.

Volunteers who help on an occasional basis (e.g. trips/events) are supervised, in accordance with legislation.

#### **Contractors**

We ensure that contractors, or any employee of the contractor, working at the provision have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they will have contact with children.

If a contractor working at school is self-employed and will be in regulated activity, we will consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

We will check the identity of contractors and their staff on arrival at the provision. This policy will be regularly reviewed and updated to reflect any changes to legislation and statutory guidance.