

The Nelson Thomlinson School

Safer Recruitment Policy

1. Introduction

The Nelson Thomlinson School (NTS) is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. NTS is also committed to providing a supportive working environment to all its members of staff. To achieve these aims it is important that NTS:

- attracts the best possible applicants to vacancies;
- deters prospective applicants who are unsuitable for work with children or young people
- identifies and rejects applicants who are unsuitable for work with children and young people.

2. Statutory Requirements

The Governing Body of NTS will ensure that statutory requirements for the appointment of its entire staff, notably the headteacher and deputy headteachers, will be met.

3. Appointment Panel

At least one member of the Appointment Panel will have achieved accredited training in safer recruitment (NCSL Training).

4. Advertising and Inviting Applications

4.1 Advertisements for post will make clear the school's commitment to safeguarding and promoting of the welfare of children

4.2 Prospective applicants will be supplied, as a minimum, with the following

- job description and person specification
- the school's safeguarding policy
- the school's recruitment policy
- an application form

4.3 All prospective applicants must complete, in full, an application form. CV's alone will not be accepted.

5. Short-Listing and References

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the interview process.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

5.4 Referees should not be a relative or someone known to the applicant solely as a friend;

5.5 Where necessary, referees will be contacted by telephone or e-mail to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Where necessary previous employers who have not been named as referees will be contacted to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

- 5.7 Referees will always be asked specific questions about;
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that
 - relates to the safeguarding of children;
 - the candidates suitability for this post.
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- 5.8 School employees are entitled to see and receive, if requested, copies of their employment references.

6. The Selection Process

- 6.1 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.
- 6.2 Interviews will always be face-to face.
- 6.3 Candidates will always be required
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a CRB disclosure; to demonstrate their capacity to safeguard and protect the welfare of children and young people;

7. Employment Checks

- 7.1 All successful applicants are required
- to provide proof of identity;
 - to complete a CRB disclosure application and receive satisfactory clearance;
 - to provide actual certificates and qualifications;
 - to complete a confidential health questionnaire;
 - to provide proof of eligibility to live and work in the UK.

8. Induction

- 8.1 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.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9. Retention of Records

- 9.1 If an applicant is appointed NTS will retain any relevant information provided on their application form (together with attachments) on their personnel file.
- 9.2 If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant requests NTS to keep their details on file.

10. Queries.

If an applicant has any queries on how to complete the application form or any other matter they should contact the school.

Reviewed by the Health & Safety & Security Committee October 2011

Review: Annually

Next review due: Autumn 2012