



The Beacon
Folkestone

Safer Recruitment Policy

1. INTRODUCTION

1.1 This policy has been developed to embed safer recruitment practices and procedures throughout The Beacon and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in *'Keeping children safe in Education' DFE September 2016* and will be ratified by the Governing Body and will be reviewed in June 2017.

1.2 This policy reinforces the conduct outlined in The Beacon Whistle Blowing Policy, all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of the document.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within The Beacon community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- compliance with guidance outlined in *'Guidelines on recruiting disabled people in KCC'*
- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.4 The Beacon is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with The Beacon safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) 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 he or she would pose a risk of harm if they work regularly or closely with children

1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. ROLES and RESPONSIBILITIES

2.1 The Governing Body of The Beacon will:

- ensure The Beacon 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 school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

2.2 The Executive Headteacher will:

- ensure that The Beacon operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers

- 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

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“The Beacon is committed to safeguarding and promoting the welfare of children and young people and views it with paramount importance. It engages with children and staff in policy and practice developments, and proactively encourages feedback. All post holders are required to obtain an Enhanced Criminal Records Disclosure via the Disclosure and Barring Service (DBS), including checks against the barred list. Together with all other appropriate vetting procedures.”

3.2. All shortlisted applicants will receive a pack containing the following when applying for a post:

- Job description and person specification
- The school’s Safeguarding Policy Young Persons/Adult
- The school’s Safer Recruitment Policy
- The school’s Managing Absence & Ill Health Policy
- The School’s Special Leave Policy
- The school’s Health & Safety Policy

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

3.5 A curriculum vitae will not be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

4.2 For senior roles, Teacher and above, a member of The Governing Body will be part of the Selection and Recruitment Panel.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant’s current/most recent employer, will be taken up before starting employment.

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

5.4 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.

5.5 Referees will be asked specific questions about the following:

- The candidate’s suitability to work with children and young people

- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

5.6 Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

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

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A communication confirming the interview and any other selection techniques
- Notification of the need to produce Right to Work in the UK documentation at interview
- Details of the interview day
- Details of any tasks to be undertaken as part of the interview process (e.g. class observation, literacy and/or numeracy test, school council interview, in tray tasks etc.)
- The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

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

7.2 Interviews will always be face-to-face.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people

8. EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Teachers to provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Receipt of 2 satisfactory references. If this does not happen SLT to approve before employment commences.

8.2 All checks will be:

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

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

9.INDUCTION

9.1 All staff who are new to The Beacon will receive information on The Beacon safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

10. SUPPLY STAFF

10.1 The Beacon will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

10.2. The Beacon will carry out identity checks when the individual arrives at school.

The Beacon Equality Statement

The Beacon Folkestone is committed to ensuring equality of opportunity to all pupils, staff and visitors. Our Core Values are at the forefront of everything we do and we ensure all at The Beacon are treated equally regardless of age, disability, race, colour, ethnicity, nationality, religious belief, gender, gender identity, transgender, sexual orientation or marital status.

The Beacon strives to be an all-inclusive environment and is always looking for opportunities to broaden the knowledge and experiences of everyone who is involved with both our services, and the staff and clients of those using the services of our multi-agency hub.

Our aims for this year are to ensure there are more equal opportunities for pupils, staff, their families and the wider community, regardless of their disability and this forms an integral part of our School Improvement Plan.

The aims for 2016-2019 are to build and improve schemes to help bring down barriers for disabled children and young people and to broaden the experience of life both inside and outside the school community for all staff & pupils.

UPDATE SCHEDULE

Version	Reviewed	Reason for Update	Next review date	Governor agreement
1	Sept 2016	Transfer/update	June 2017	N/A
2	March 17	Review	March 2020	N/A