



SAFER RECRUITMENT POLICY

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LeAF Safer Recruitment Policy

For the purpose of this policy Elm Academy, Oak Academy and LeAF Studio will be referred to as “LeAF”.

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with children or young people
- identify and reject applicants who are unsuitable for work with children and young people

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Principals and Vice Principals. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service checks.”

4.2 Prospective applicants should be supplied with the following:

- job description and person specification where available
- the child protection policy
- the recruitment policy (this document)
- the selection procedure for the post
- the appropriate application form

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

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 selection stage

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

5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges

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

5.6 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 relate to the candidate's suitability to work with children

5.7 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 a minimum of an interview of short-listed candidates.

6.2 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).

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 DBS disclosure
- to demonstrate their capacity to safeguard and protect the welfare of children and young people

7 EMPLOYMENT CHECKS

Any offer of employment must always be made "subject to the receipt of satisfactory employment checks".

All successful applicants are required:

- to provide proof of identity (this must be the original documents and not copies)
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of 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 LeAF will receive induction training that will include the 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).