

# Hazelwick

## Safer Recruitment Policy

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### Purpose

To ensure our recruitment practices help deter, reject or identify people who might pose a risk to children.

This Policy illustrates the statutory requirements set out in the Department for Education (DfE) guidance “Keeping Children Safe in Education”.

### 2. Scope

This policy must be read and understood by all Hazelwick staff who are involved in the recruitment or selection of employees and /or volunteers.

### 3. Principles

We will:

- Ensure compliance with Keeping Children Safe in Education statutory guidance.
- Complete all required pre-employment checks, and employment will not commence until satisfactory outcomes have been received.
- Include information to illustrate our commitment to safeguarding and promoting the welfare of children, in the job descriptions/person specifications and job adverts.
- Ensure all shortlisted candidates complete in full the shortlisted candidate information form.
- Carefully scrutinise application forms, shortlisted candidate information forms and references in order to identify any anomalies, employment gaps or safeguarding concern, which will be followed up and understood at interview.
- Add suitability to work with children as a key requirement in the person specification.
- Ensure that all adverts will illustrate that the successful candidate will be subject to an Enhanced Disclosure and Barring Service (DBS) check.
- Ensure that any sensitive information disclosed at part of the recruitment process is kept confidential and only used to assess suitability for the role.

### 4. Safer Recruitment Training

To ensure we meet the School Staffing Regulations 2009 we will make certain that at least one person on any appointment/ recruitment panel has undertaken appropriate safer recruitment training. The training will cover, at a minimum, the content of the statutory guidance '[Keeping Children Safe in Education](#)'.

## **5. Shortlisted Candidate Information Form**

We will send the shortlisted candidate information form alongside written notification to all candidates invited to interview, stating that relevant criminal convictions and other associated information disclosed on the form will be discussed at the interview. This is to assess job-related risks. We will also make clear that this information will be treated confidentially and only be used to assess suitability for employment in so far as it is relevant to the job to which they have applied.

## **6. Discussing Criminal Convictions at Interview**

Only after a full assessment of the applicant has been completed and a decision made as to their ability to do the job, will we discuss any criminal conviction and associated information. This will ensure we do not discriminate or treat unfairly candidates who have a criminal record.

Discussions on criminal convictions will be between the applicant and the Headteacher.

## **7. Induction**

All new members of staff will be given an induction programme and handbook which will clearly identify our policies and procedures and where to find them. This will include:

- Safeguarding and welfare e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety.
- Discipline and Grievance, Capability, Code of Conduct and Whistleblowing Policy.
- Raising a concern.

## **8. On-going Employment (Post Employment)**

We recognise that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through the performance management process. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and students. We will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and students.

## **9. Supporting Documentation**

The Hazelwick Safer Recruitment and Selection Policy should be read with reference to:

- Department for Education Guidance 'Keeping Children Safe in Education'

Guidance documents;

- Completing Pre-Employment Checks
- Shortlisting and Interviewing Candidates
- Interview Procedure Checklist

The combination of these documents will ensure the robust implementation of safer recruitment practices within the school.

## 10. Where to get support?

For further information and to request accompanying guidance documents please contact the Hazelwick HR Manager or:

- Relevant Trade Union

## 11. Version Control

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