



## Safer Recruitment Policy

### Introduction

The aims of this policy are 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
- Ensure consistency in the procedures for selecting candidates

### Safer Recruitment Training

The Headmaster, who is the school's Child Protection Officer, has received training on safer recruitment through the Local Authority (Westminster) in 2007 and completed NCSL on line training for Head Teachers on safer recruitment in 2009 and attended training more recently in 2014. A governor, Jonathan Brough, has also completed safer recruitment training through Veale Wasbrough. The Deputy Heads have also received accredited training in safe recruitment procedures in 2014. This means that personnel who select candidates have all received training. Where others are involved in selection, usually at the interview stage, they will be briefed on safer recruitment by those with training.

### Inviting Applications

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

*“Fairley House School is committed to safeguarding children and young people. All applicants must be willing to undertake an enhanced Criminal Records Bureau disclosure.”*

Prospective applicants will be sent:

- information about the school and its aims and ethos
- job description
- the school's recruitment policy (this document)
- application form

Prospective applicants must complete, in full, an application form. Those who do not cannot be considered. Applicants are also invited to write a letter of application indicating reasons for applying for the post. CVs may be submitted **in addition to, but not instead of**, the application form.

## **Short-listing and References**

Short-listing of candidates will be based on the information submitted and how closely it matches the requirements of the post. Short listing will involve at least two members of the SMT.

Where possible, two references will be taken up before the selection stage. One referee should be able to vouch for the applicants' character and the other for their professional standing. Teachers must give the Head of their current or previous school as a referee. Therapists must give the Head of Service. References are not accepted from relatives.

References will be sought directly from the referee. Open references or testimonials provided by the candidate will never be accepted. A reference pro-forma (attached) is sent to the referee, together with the job description. In the interest of speed and confidentiality, referees are often contacted by telephone. Detailed written notes are kept of the telephone conversation and placed on the personnel file of the successful applicant. References are sometimes requested by email, again in the interest of speed. From October 2009, each personnel file must have two written references using the school's pro-forma, although referees may add supplemental information on a separate sheet.

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.

Referees will always be asked specific questions about:

- the candidate's suitability for the post applied for
- the candidate's suitability for working with children and young people
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- the candidate's attendance, punctuality and reliability

## **The Selection Process**

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.

Interviews are face-to-face and there are always at least two interviewers. Telephone interviews are only used in extremely rare and exceptional circumstances where a candidate is living abroad and appears outstanding.

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

Teachers are required to teach a sample lesson in order to demonstrate their skills and suitability for working with children with specific learning difficulties.

## **Employment Checks**

All interviewees are required:

- to provide proof of identity
- to provide actual certificates of qualifications

Successful applicants are required:

- to complete an enhanced DBS disclosure application and receive satisfactory clearance
- to have a medical examination by the school doctor, paid for by school\*
- to provide proof of eligibility to live and work in the UK

\* Peripatetic music teachers and supply staff are allowed to self certify. In the event of a supply teacher taking up a permanent post with the school, they are asked to have a medical examination.

## **Supply staff**

Supply staffs are occasionally provided by reputable agencies who are known to the school. The agency undertakes references and employment checks and must provide evidence of these.

## **Induction**

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.

Regular meetings will be held during the first three months of employment between the new employee(s) and the appropriate member of the leadership team.

Michael Taylor  
Headmaster