
Safer Recruitment Policy

It is the policy of the governors of King Arthur's Community School that the recruitment procedures protect the welfare of students and discourage unsuitable people from applying for posts at the school. Furthermore, procedures will ensure that unsuitable people from other agencies do not come into contact with King Arthur's students. The procedures adopted are based on those detailed in the DCSF publication 'Staying Safe: Safer Recruitment'.

Roles and Responsibilities.

The Governing Body will:

- Seek the advice of the SLT on this policy, keep it up to date and make it available to parents.
- Make arrangements for the recruitment of leadership team posts.
- Devolve the responsibility for the arrangements for all other posts to the Headteacher.

The Headteacher and SLT will

- Ensure all safer recruitment principles are adhered to in all appointments.
- Ensure every recruitment panel has at least one representative with suitable 'Safer Recruitment' training.

Safer Recruitment Procedures

- All adverts for vacancies will state "This post will be subject to safeguarding screening. Appointment will be subject to an enhanced CRB clearance."
- Packs sent to applicants will detail the safer recruitment checks that will be carried out.
- All appointments will be led by a senior member of staff with appropriate and recognised "Safer Recruitment" training.
- Applicants will be required to complete a Somerset County Council application form – CVs on their own will not be acceptable.
- No appointment will be made without a face to face interview.
- Candidates will be subject to personalised questions based on their application form. This may include questions about their employment history. Candidates will be expected to explain any breaks in service.
- Candidates will be expected to provide at interview photo identification and copies of vocational and academic qualifications.
- Questions will be asked at interview about safeguarding practices, including questions about disclosure by a student. This will be designed to ascertain their knowledge of safeguarding procedures.
- Appointments will be subject to acceptable references. Generalised references will not be acceptable. References must be addressed to The Headteacher of King Arthur's Community School and refer to the candidates suitability for the advertised post. References will also ask specifically whether any allegations have been made about the candidate and whether the candidate has been or is subject to any disciplinary procedures. References must be provided on the template sent to referees.

- Appointments will only be confirmed following a successful CRB check and DCSF List 99 check. CRB and List 99 clearance will normally be required before appointments take up their post. Where this is not possible, (for example if CRB checking takes an extended period of time, a risk assessment will be carried out, and if necessary, suitable control measures put in place.
- From October 2010 candidates will be required to have been registered with the Independent Safeguarding Authority (ISA).

Related Documents

- DCSF “Staying Safe: Safer Recruitment”
- Procedures for the recruitment of teaching and non-teaching staff
- Reference request template
- Safer recruitment checklist

Monitoring

This policy is monitored by the Governors’ Finance Sub-Committee by using the following evidence:

- The Governors’ Annual Safeguarding Report
- A termly verbal report from the Headteacher or Business Manager detailing appointments made.

Tamra Bradbury
Headteacher

Reviewed November 2009

Procedures for the recruitment of Teaching and -Non-Teaching Staff

We believe that the recruitment of staff should be positive and supportive and play an important part in professional development for both interviewees and those staff involved from the school. The selection procedure should be rigorous and searching to ensure that the best person is appointed.

Advertisement

This should be clear and concise and project a positive image of the school. The presentation should be bold and focus on key words.

Information for applicants

1. Job Description
2. Personal specification
3. School Prospectus*
5. Recent editions of Excalibur*
6. Letter from the Headteacher
7. Application form and specific details requested in letter of application
8. Timetable for selection process
9. For Teaching post: Information about the relevant curriculum area(s)

* Available on the school website : www.kingarthurs.org.uk

Shortlisting of Candidates

Against the selection criteria by SLT, middle leaders and Governors as appropriate.

Information Sent to Shortlisted Candidates

1. Candidates to be given a detailed schedule for the interview day in good time.
Schedule to include - timings, activities, interviewers etc.
2. Map showing school location
3. Accommodation information (if appropriate)
4. Expenses claim forms

Interview Days

It is important that the routines run as smoothly as possible and that candidates are welcomed and put at ease. One person should be designated to oversee their welfare for the day.

A room should be set aside for candidates' use. Candidates should be offered the opportunity to meet other support staff in an informal situation. One specific "slot" should be timetabled into the day, e.g. break, to meet with as many staff as possible. Ensure candidates meet teams with whom they will be working.

All interviewers should be aware of the expectations of the post and the criteria for selection.

Candidates should be offered a de-brief.

Interview Panel (At least one member of the panel should have undertaken Safeguarding Training)

At least one member of SLT

Head of Department / Pastoral Leader or Line Manager concerned

Governor

Other staff as appropriate

Safeguarding Checklist

- Proof of identity – birth certificate, passport, marriage certificate or proof of change of name
- Proof of current address – bank statement or utility bill (less than 3 months old)
- Proof of qualifications – certificates or formal letters
- Proof of eligibility to work in the UK, if appropriate – work visa
- Only applications on the official application form will be accepted
- Reference checked
- CRB Clearance
- Interview questions that examine candidates attitudes towards working with children and young people

KING ARTHUR'S COMMUNITY SCHOOL

A specialist Sports College

West Hill, Wincanton, BA9 9BX

Telephone 01963 32368

E-mail office@kingarthurs.org.uk

Headteacher – Ms. Tamra Bradbury



REFERENCE REQUEST – ADDITIONAL INFORMATION

In line with Safeguarding requirements, would you please answer the questions below and return this form with your written reference.

Name of Candidate: _____

Are you completely satisfied that the candidate is suitable to work with children?	Yes/No
If you are not satisfied, what are your concerns and reasons why you think the candidate might not be suitable.	
Has the candidate been subject to any disciplinary procedures where the disciplinary sanction is still current?	Yes/No
If so, please give details	
Has the candidate been subject to any disciplinary procedures relating to the safety and welfare of children or young people, including any where the disciplinary sanction has expired or where the allegation was unfounded and/or no disciplinary sanctions were imposed?	Yes/No
If so, please give details. If the candidate's role involved no contact or responsibility for children or young persons, please answer NOT APPLICABLE	
Have there been any allegations or concerns expressed about the candidate during his/her employment that relate to the safety and welfare of children or young people?	Yes/No
If so, please give details, including whether the allegation or concern was investigated, the outcome and how the matter was resolved. If the candidate's role involved no contact or responsibility for children or young persons, please answer NOT APPLICABLE.	

Signed:

Name:

Dated:

Organisation: