

## Safer Recruitment Policy

### INTRODUCTION & RATIONALE

Severn Arts intends to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. This policy describes in detail those checks that are, or may be, required for any individual working in any capacity at Severn Arts. Trustees and the Senior Leadership Team will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal record checks (DBS checks), barred list checks and prohibition checks together with references and interview information.

*This policy adheres to Keeping Children Safe In Education July 2015*

The purpose of this policy is to set out clearly the essential components in creating and maintaining a safe and supportive environment for all pupils, staff and others within Severn Arts and aims to ensure both safe and fair recruitment and selection of all staff and volunteers and 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

We comply with all statutory requirements in the appointment of staff and implement all relevant updates from statutory agencies.

### 3 IDENTIFICATION OF RECRUITERS

Debbie Fawcett holds Safer Recruitment Training

### 4 INVITING APPLICATIONS

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

*Severn Arts is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced criminal records check (DBS checks).*

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job Description and Person Specification;
- Severn Arts Safeguarding Policy;
- Severn Arts Recruitment Policy (this document);

- Background Information and details of the post and selection procedure;
- An Application Form.

4.3 All prospective applicants must complete, in full, an 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 sought on all short-listed candidates including internal ones before interview, and scrutinised so that any issues of concern raised can be explored further with the referee, and taken up with the candidate at interview.

5.2 References will be sought directly from the referee inviting them to use the Severn Arts Reference Request Form. References or testimonials provided by the candidate will never be accepted.

5.3 Severn Arts will always ask about previous employment history and check that information is not contradictory or incomplete. If a candidate for a teaching post is not currently employed as a teacher, Severn Arts will, where possible, check with the school, college or local authority at which the candidate has been most recently employed, to confirm details of their employment and their reasons for leaving.

5.4 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.

5.5 On receipt of the references, they will be checked to ensure that all specific questions have been answered satisfactorily.

5.6 The referee will be contacted to provide further clarification as appropriate: for example if the answers are vague. They should also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies should be taken up with the candidate. A detailed written note will be kept of such exchanges.

5.7 Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks referred to previously).

5.8 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 safeguarding of children;
- the candidate's suitability for this post.



5.9 Severn Arts 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 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.

6.3 Under section 60 of the Equality Act, the School will only ask health-related questions of applicants before the appointment is offered if the questions are specifically related to an intrinsic function of the work.

6.4 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 check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- to declare any reason why they may be disqualified by association

## **7 APPOINTMENT**

7.1 An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks.

7.2 A candidate's identity will be verified by photographic ID and proof of address except where, for exceptional reasons, none is available.

7.3 An offer letter will be written and upon receipt of acceptance and confirmation of the satisfactory completion of pre-employment checks a contract will be issued.

## **8 EMPLOYMENT CHECKS**

8.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to confirm they are medically and mentally fit to carry out the role
- to provide proof of eligibility to live and work in the UK

8.2 Severn Arts will obtain a certificate for an enhanced DBS check with barred list information where the person will be engaging in regulated activity and will obtain a



separate barred list check, if an individual is due to start work in regulated activity before the DBS certificate is available.

8.3 Severn Arts will check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.

8.4 Severn Arts will verify the person's right to work in the UK. Where a candidate has lived or worked outside the UK, the School will make any further checks considered appropriate.

8.5 Severn Arts will require the successful candidate to provide original copies of their qualifications usually A Level, Degree and Teaching Qualifications, as appropriate.

8.6 The successful candidate must show the DBS certificate to Severn Arts before they take up post or as soon as practicable afterwards.

8.7 Severn Arts may ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the specific role.

8.9 Severn Arts may decide to ask necessary health questions after the appointment has been offered, ensuring that health-related questions are necessary and relevant to the post applied for. The DfE advises that this would not include asking for information about previous sickness absences. Further guidance on this issue has been published by the Equality and Human Rights Commission.

## **9 INDUCTION**

9.1 All staff who are new to Severn Arts will receive induction training that will include the School's safeguarding policies and guidance on safe working practices.

9.2 Regular meetings will be held during the first 6 months of employment between the new employee(s) and the appropriate line manager(s).

### **Linked Documents**

*Keeping Children Safe in Education July 2015*

Safeguarding Policy

