

SAFEGUARDING RECRUITMENT PROCEDURES FOR ALL APPLICANTS

INTRODUCTION

Children, when placed in the care of staff, are treated with respect, free from all forms of abuse or mistreatment. At Bohunt School, we aim to be sure that a commitment to safeguarding is the central focus of our recruitment process from advertising, to short-listing, obtaining references, providing information for candidates, conducting the interview itself, making appropriate checks of identity and qualifications, as well as undertaking appropriate vetting.

Child Protection training is delivered to all staff at Bohunt School. This, coupled with the Safe Recruitment Procedure, can help eliminate the risk of abuse to children. A thorough and careful recruitment procedure will be consistently applied throughout the recruitment.

THE KEY STANDARDS

RECRUITMENT

- The school follows the DFE guidance on safeguarding throughout the recruitment and selection processes
- Interviews will contain questions relating to safeguarding and the protection of children

INTERVIEWING

- Recruitment panels contain a minimum of two interviewers, at least one of whom is safeguarding trained, and/or aware of the safeguarding agenda
- Notes are made and retained of candidates' responses at interview
- Interviews explore issues relating to the safeguarding of children, for example:
 - Identity checks will be required. Previous employment history will be examined and any gaps accounted for;
 - Concerns or discrepancies from the information provided by the candidate and/or referee will be explored;
 - The candidate will be asked if they wish to declare anything in light of the requirement for a CRB check;
 - Personal interview questions will be asked when selecting staff who will work with children.

REFERENCES

Prior to interview, the school requires two references (referees may be contacted by telephone) for teaching posts. Support staff posts references will be requested for the appointed candidate immediately after the interview. In all cases, one of the referees should be the candidate's current employer. Candidates may indicate that they do not wish their current employer to be contacted but the reference will be required if appointed.

- References are sought directly from the referee
- References from relatives or those writing in the capacity of personal friends will not be accepted
- Open-ended, "To Whom it may Concern", references are never accepted
- Written references are subject to verification and are always followed up verbally
- When employing agency staff, all agencies must adhere to similar safeguarding procedures
- In particular, referees are asked specific questions in relation to the following via the school's Safer Recruitment Form:
 - The referee's perception of the individual's suitability to work with children
 - Whether they have any concerns about the candidate working with children

EMPLOYMENT CHECKS

- An Enhanced CRB check is undertaken for each person selected for appointment as a member of staff. This should be received prior to commencement of employment.
- If an applicant has worked with children previously, one reference is preferred from the person or organisation that employed the applicant in working with children, even if that is not the applicant's current or more recent employers.
- Any additional checks are also made, e.g. List 99.
- No newly appointed employee is permitted to work with children without supervision unless there is documented evidence of a clear CRB check.
- Failure to receive an outcome from a checking process is rigorously pursued and the employee's position is reviewed at regular intervals.
- Pre-checks will be carried out once a position has been offered. Health questionnaires and proof of qualifications will be sought.

POST-EMPLOYMENT

- Induction and probationary periods for employees are thoroughly utilised to develop employee understanding and grounding in the safeguarding policies, ethos and culture.
- During this stage of employment, the employee works under probationary supervision on a regular basis.

TRAINING

- Training to facilitate a sound understanding of key guidance and practices about safeguarding and child protection is mandatory, updated regularly and embedded in performance management systems.
- Additional training with a specific focus on safeguarding is undertaken by those who recruit staff.

- Relevant training is mandatory for employees who do not have direct contact with children but who do have access to information systems containing the details of children.

SAFE WORKING CULTURE

All employees are monitored by their line manager in the probationary period to ensure that all new staff comply with expected behaviours and attitudes that constitute best practice in relation to safeguarding.