

Safer Recruitment Policy

Approval Date – November 2022

Review Date – November 2025

It is the policy of the Governors of Westfield Academy 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 Westfield students. The procedures adopted are based on Part three: Safer Recruitment of “Keeping Children Safe in Education (September 2022)”.

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 *“Westfield Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check, including the barred list, as well as other pre-appointment checks outlined in Keeping Children Safe in Education.”*
- Pre-appointment checks will be carried out as detailed in the current version of Keeping Children Safe in Education.
- 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 Westfield Academy application form – CVs on their own will not be acceptable.
- Shortlisting will involve at least two people. The reasons for shortlisting will be recorded and any matters arising from the application will be noted for clarification at interview.
- 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. Candidates are also expected to complete a self declaration of their criminal record.

- Questions will be asked at interview about safeguarding practices, which may include questions about disclosure by a student. This will be designed to ascertain their knowledge of safeguarding procedures.
- Appointments will be subject to acceptable references, an Enhanced DBS check health check, verification of their right to work in the UK and where appropriate verification of their profession qualifications. At least one reference must be from their current or most recent employer. Generalised references will not be acceptable. References must be addressed to the Headteacher of Westfield Academy 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.
- Successful applicants will be checked against the list of prohibited teachers found on the Secure Access/DfE Sign-in.
- Additional checks will be carried out for successful candidates who have lived or worked outside of the UK
- For those engaged in management roles an additional check is required to ensure they are not prohibited under section 128 provisions.
- Appointments will only be confirmed following completion of all verification checks and receipt of a successful Enhanced DBS check. DBS clearance will normally be required before appointments take up their post. Where this is not possible, for example if DBS checking takes an extended period of time a separate check against the Child Barred List (old list 99) will be made, a risk assessment will be carried out, and if necessary, suitable control measures put in place.
- Student or trainee teachers: Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out. Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children

Related Documents

- Keeping Children Safe in Education (September 2019)
- Reference request template
- Safer recruitment checklist

Monitoring

This policy is monitored by the Governors' Business Sub-Committee by using the following evidence:

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

Responsible

- The Headteacher