

## Safer Recruitment Policy

LES is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to share this commitment. LES recognises that the effectiveness and safety of its recruitment policy and procedures make a major contribution to child protection by helping to deter, reject or identify people who might be unsuitable for working with children. With regard to the provisions, we make for safeguarding and safer recruitment, LES takes into account the nature, age range and other significant features of the setting. The Recruitment Policy and Procedures are based on and conform with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education (2023)'. This policy also has due regard for Prevent Duty Guidance: for England and Wales (July 2015 supplemented by the non- statutory advice and a briefing note The Prevent duty: Departmental Advice for Schools and Childminders and The Use of social media for On-line Radicalisation (July 2015)) and the Disqualification under Childcare Act 2006 (August 2018).

LES aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010. This policy applies to all of Alternative Educational Supports Provisions. Throughout the selection and recruitment procedure, LES will have regard to the guidance as set out in the aforementioned documents as well as the current ISI regulations. LES is committed to ensuring that no one will be appointed unless they have a clear understanding of the specific issues regarding safeguarding that apply generally as well as specifically to SEND children. This will involve:

- Requesting applicants to complete an application form, requesting identifying details, National Insurance number, a full, chronological career history since leaving secondary education, any relevant or required qualifications, a declaration of existing contacts at LES and details of referees.
- Providing a Job Description and Person Specification.
- Providing each applicant with a copy of a document detailing the application and recruitment process at LES.
- Ensuring all recruitment documents also clearly state that “applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service”.
- Asking candidates appropriate questions at interview relating both to their skills and their reasons for wanting to work with children.

## Interview

Long-listed applicants may be invited to a brief, informal, initial interview to enable a more accurate short-listing process.

Short-listed applicants will be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Further assessment may be introduced, such as skills tests, or an observed lesson, dependent upon the role.

A personal safeguarding interview will also take place, to better understand the candidate’s attitudes, motivations, and suitability to work with children.

References will usually be obtained prior to interview, unless the candidate has indicated that they do not wish for these to be taken up prior to offer stage (for example in the case of a current employer who is not aware of their wish to leave their employment). If it is decided to make an offer of employment following the formal interview, any such offer will be conditional upon the satisfactory completion of the checks listed under the following section,

## **‘Appointment Procedures for Staff’.**

LES follows the recommendations set out in the Independent Schools Standards Regulations with regard to the recruitment of staff by undertaking the following checks prior to the first day at work:

### Career History

- Candidates are asked for a full, chronological career history since leaving secondary school. They will be asked to provide reasons for any gaps in the career history section of the application form.
- The school will request at least two references for each candidate, which will usually be a combination of the candidate’s current or most recent employer and their most recent instance of working with children. These should cover roughly five years in a person’s career history where possible.
- Referees will be asked to state the following in the school’s reference Form:
  - Any disciplinary or child protection issues
  - Any reasons why the candidate should not be employed for work with children
  - The candidate’s reasons for leaving.
- Referees will also be asked to write a general reference as part of the reference form, in order to provide a better picture of the candidate.
- If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
- LES will not accept references from relatives or referees writing solely in the capacity of friends.
- Internal appointments – the school will endeavour to obtain at least one reference for internal candidates where the internal promotion would involve the conferring of extra responsibility. ID Check This is carried out in line with DBS requirements.

Candidates will be asked to provide the following:

- Passport
- Driving licence (photocard) and/or birth certificate
- Proof of address as per DBS guidelines

## **Any evidence of a change of name**

If the candidate cannot provide any of the above, guidance issued from the DBS will be followed. Copies will be taken and kept on the candidate’s file.

## **Right to Work in the UK**

This will usually be the candidate’s UK passport. However, LES will follow Government-issued guidance in cases where a candidate is unable to provide a UK passport. A copy of the evidence will be taken and kept on the candidate’s file.

## DBS Check

It is anticipated that all regular positions will fall within the definition of ‘Regulated Activity’, (with the exception of certain volunteer roles) and will therefore require an Enhanced DBS check. Where a post is eligible, a check against the barred list will be undertaken, either within the enhanced DBS disclosure or separately.

Until LES has had sight of the original Disclosure Certificate, the candidate will be treated as unchecked. The Disclosure may be obtained either by asking the individual to apply for a new DBS Certificate, or by them producing a DBS Certificate which has been registered on the DBS Update Service (only applicable to DBS Certificates which have been issued since 17 June 2013). Candidates who have registered with the DBS Update Service must produce the original of their DBS Certificate, along with the required proofs of ID.

In accordance with DBS guidance, LES will ask the candidate to sign a statement to say that they give LES permission to access their record on the DBS Update Service. A printout of the result will be produced and held on the candidate’s file.

If the DBS is delayed, the Centre manager or SLT may allow the member of staff to start work, on the following conditions:

- The appointment is not confirmed.
- All other relevant checks have been completed satisfactorily.
- The DBS application has been made in advance.
- A Risk Assessment is written and kept on file.
- A separate Barred List check is made.
- The Risk Assessment is reviewed every two weeks until the Disclosure Certificate arrives.
- Appropriate safeguards are taken (eg supervision).
- The member of staff is informed as to what these safeguards are.

This policy was adopted by Lincolnshire Educational Support	Date: 01/09/2023
To be reviewed: 01/08/2024	Signed: Charles Price
Date Last Reviewed: 01/08/2023	

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare requirements: Child Protection [3.4-3.8] and Suitable People [3.9-3.13]*.