

Mountjoy School

Safer Recruitment Policy

March 17



Reviewed by Finance and Staffing Committee: April 2015

Adopted by Full Governing Body: April 2015

Date of next review: March 18

Signed: Date

Chair of Governors

Date

Mountjoy School
Safer Recruitment Policy

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Read in accordance with keeping children safe in education March 2015

Mountjoy School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Mountjoy School is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment.

When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training. It is recognised that, whilst the online training is no longer a viable training option, for staff and Governors who have completed the online module, this is still recognised and validated.

All staff employed at Mountjoy School, including volunteers, casual staff, and university and college students will be required to undertake an enhanced disclosure via DBS.

All applicants for any post within the school will be required to complete an application form; a curriculum vitae will not be accepted in place of this.

All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. All applicants shortlisted will have references taken up.

References will not be accepted by relatives or friends.

During the shortlisting process, it is important that applications are scrutinised, that information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted, and will be returned for completion.

References will be sought directly from the referee.

Open references and testimonials will not be accepted.

During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.

A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:

- receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people;
- verification of the candidate's identity;

- Barred list check obtained if candidate is to start prior to DBS clearance;
- DBS Disclosure;
- verification of the candidate's medical fitness;
- verification of professional status i.e. QTS, NPQH, etc.;
- teaching posts - verification of successful completion of Statutory Induction period (applies to those who obtained QTS after 7 May 1999);
- non-teaching posts - satisfactory completion of the probationary period.

Where a candidate is from overseas, Barred List information and DBS disclosures will be completed.

There is a Single Central Register kept in school detailing every member of staff. This includes details of the rights of individuals to work in the UK.

During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared.

The monitoring of the recruitment process and induction arrangements will be carried out by the Governing Body of Mountjoy School.

The Head Teacher will be responsible for reporting staff turnover and reasons for leaving, carrying out exit interviews, and monitoring the attendance of new staff at Child Protection training.

It is important that this policy is read in conjunction with the school's Child Protection Policy and Guidance.

If supply staff are used then checks will be made regarding ensuring that agencies provide written evidence of in date enhanced DBS.