



## **Safer Recruitment Policy and Procedure**

<b>Operational Owner</b>	Education Manager: Helen Ward
<b>Trustee Owner</b>	Fiona Merritt
<b>Effective date:</b>	14/01/25
<b>Review date:</b>	14/01/27
<b>Related documents</b>	Safeguarding and Prevent Policy Code of Conduct Equality Scheme Disclosure of Malpractice in the Workplace (Whistleblowing)

## **Approval History**

Version	Reviewed by	Amendment History	Approved by	Date
1.0	Jane Sullivan-Management	First Draft	Management Committee	7/1/21
1.1	Emma Hughes	Updated with staffing changes	Chair of Trustees	24/09/22
1.2	Emma Hughes	KCSiE updated	Chair of Trustees	30/08/23
1.3	Emma Hughes	KCSiE link updated	Chair of Trustees	14/01/25

## **Purpose**

The purpose of this policy is to ensure that Susan's Farm's recruitment process deters unsuitable applicants from applying for roles with vulnerable groups and to identify and reject them if they do. It establishes our safer recruitment process which includes:

- Ensuring all candidates are treated fairly, consistently and in compliance with all relevant legislation.
- Defining the recruitment and selection procedures, including responsibility for appointments.
- Identifying the pre-employment checks that will be carried out and being clear about the recruitment of ex-offenders.
- Ensuring compliance with data protection and confidentiality throughout the process.
- Describing our on-boarding process to properly induct new staff, volunteers, contractors and agency workers.
- Ensuring staff members are appropriately trained for their duties with regard to safer recruitment.

## **Scope**

All staff contracted by Susan's Farm.

Associated personnel whilst engaged with work or visits related to Susan's Farm, including but not limited to the following: consultants; volunteers; contractors; programme visitors including journalists, celebrities and politicians .

## **Policy Statement**

We believe that all children and vulnerable adults deserve to live, study and work in an environment that promotes their health, well-being and development and is free from abuse, maltreatment and exploitation. Susan's Farm is committed to the safeguarding and protection of all children and young people who attend our school. To do this we will ensure that all staff members, whether paid or voluntary, are suitable for a position for working with vulnerable people. We will respond to concerns about candidate suitability during the recruitment process, and once they have begun their role.

## **Our recruitment and selection procedures.**

The responsibility for the recruitment process resides with the Trustee's of Susan's Farm, who shall manage the recruitment process using established procedures for:

Advertising the position appropriately in advance of the anticipated start date to ensure the recruitment procedure can be conducted fairly and safely.

Creating applicant information packs which include a job description, person specification, safeguarding statement, self-disclosure form, equal opportunities, right to work document checklist, information regarding the need for a criminal records check (DBS), selection process outline (including interview format), application form and reference request form.

Shortlisting candidates who fully meet the person specification, or who can demonstrate sufficient evidence to meet the majority of criteria, and whose self-disclosure forms do not identify any safeguarding concerns.

Convening and chairing an interview panel, with prepared interview questions or agreed interview format e.g. mini-teach, demonstration, presentation, and ensuring a fair scoring system is undertaken. All candidates will be asked the same questions to ensure equitable treatment. Where possible, students will be encouraged to take part in some aspects of the interview process.

Informing candidates of the interview outcome and issuing of a conditional offer (subject to satisfactory pre-employment checks) and conducting all pre-employment checks such as eligibility to work in the UK, DBS checks, prohibition orders, qualifications, professional status and overseas checks.

Ensuring the induction process is undertaken before the candidate commences their duties

Maintaining records of all aspects of the recruitment process in accordance with the Data Protection Act 2018, GDPR (EU) 2016/679, Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013), Rehabilitation of Offenders Act 1974, Human Rights Act 1998.

## **Information on pre-employment checks.**

1. Self-disclosure form. A self-disclosure form gives candidates the opportunity to tell us confidentially about any unspent criminal convictions, unprotected spent convictions and cautions, child protection investigations or disciplinary procedures they have on their record. We will only ask for information

about cautions or convictions which are not designated as 'protected' under the [Rehabilitation of Offenders Act 1974](#). Applicants should complete self-disclosure forms before interview and bring them in a separate, sealed envelope marked 'Confidential'. These will only be opened candidates who have accepted a conditional offer, and the information inside reviewed as part of our vetting checks. All unopened self-disclosure forms will be securely disposed of.

2. **References.** Applicants will be asked to provide the details of at least two referees using the form supplied in the information pack. This will ask the referee about the candidate's suitability and ability to work with children and young people, and about their knowledge and understanding of child protection and safeguarding. These will be checked following acceptance of a job offer to ensure information provided by the candidate is consistent with the reference. Any discrepancies, concerns or vague statements will be followed up before the commencement of employment.
3. **Criminal records checks.** Candidates will undergo an enhanced with barred list check with the DBS ([Disclosure and Barring Service](#)) which will be arranged and paid for by Susan's Farm. Any applicant who is found to be barred will be reported to the police. Any applicant with offences will undertake a risk assessment to account for the nature, seriousness and circumstances of the offence, remorse and evidence of change, any legal constraints (e.g. lost driving license) before a confirmation of the appointment. Copies of DBS certificates will not be taken, but a confidential record of the date the check was completed, the level and type of check, the certificate reference number and the decision to employ will be added to the employee's file.
4. **Right to work checks** as stipulated by the [Home Office](#) (2017). Original documents from lists of acceptable documents will be manually checked, in the presence of the person, and will be photocopied and kept electronically secure for the duration of the employment and for two years after, following which time they will be securely destroyed. The date of this check will be recorded. The [Right to Work checklist](#) will be used and a completed record kept in the candidates employment file.
5. **Disqualification from working with children.** For staff who will be working with children under the age of 8, this check ensures they have not been disqualified under [section 75 of the Childcare Act 2006](#). This self-declaration will only be requested in the event of provision extending to children aged under 8. Establishing disqualification by association is no longer a requirement.
6. **Professional Status.** All candidates will have a copy of their qualifications taken and securely stored in their employee records, including QTS/QTLS status and eligibility to work as a teacher or teaching assistant.
7. **Temporary or agency staff.** Only people from an agency that has robust safer recruitment policies and procedures will be recruited. Written confirmation of relevant disclosure and barring checks will be requested from the agency, and ID will be checked upon arrival to the school.

### **Our on-boarding process.**

All staff members, including volunteers, contractors and agency workers will undertake an induction process prior to commencing their duties, which will be recorded on their employee file. This process will include: a tour of facility, reading of all relevant policies (code of conduct, fire evacuation procedures, health and safety induction, data protection and privacy, equality, smoking, performance management. In addition all staff and volunteers will be expected to read including [Working Together to Safeguard Children 2018](#) and [Keeping Children Safe in Education 2024](#) and to undertake accredited safeguarding training (if not completed within last three years), e-safety training, Prevent training, how to spot the signs of abuse, how to respond to a disclosure, how to report a concern. New staff will be appointed a mentor and a supervision and training plan established.

### **Staff training for safer recruitment.**

Staff responsible for recruiting new staff, volunteers, contractors or agency workers will undertake Safer Recruitment Training with an accredited provider e.g. NSPCC or High-Speed Training and will ensure their certification is renewed every three years.

Further guidance notes.

Care Inspectorate (2016) [Safer recruitment through better recruitment \(PDF\)](#).