An Daras
Multi Academy Trust

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Safer Recruitment Policy

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: **Approved**	
Recommended	
Statutory	Yes
Version	v1.0
Adopted v1.0	**June 2016**
Reviewed	**21 Feb 2018**
Next Review	**Feb 2019**
Advisory Committee	RSS
Linked Documents and Policies	ADMAT Child Protection and Safeguarding Policy

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Ensure anti-discriminatory practice;
- Deter prospective applicants who are unsuitable for work with children or young people (e.g. through detailed person specifications, safeguarding checks);
- Identify and reject applicants who are unsuitable for work with children and young people (e.g. safeguarding checks, references).

Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably Head teachers. These requirements change from time to time and must be met.

Identification of Recruiters

At least one recruiter will have successfully completed accredited training in safer recruitment procedures. A panel of recruiters for any post will be convened from ADMAT senior staff, directors or local governors as required.

Inviting Applications

- Advertisements for posts – whether in newspapers, journals or on-line – will include a safeguarding statement:
- Prospective applicants will be supplied or informed about where to find, as a minimum, the following:
    i. job description and person specification;
    ii. the school's child protection policy;
    iii. the school's recruitment policy (this document);
    iv. the selection procedure for the post;
    v. an application form.
- All prospective applicants must complete, in full, an application form.

Short Listing and Interviews

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:
    i. the candidate's suitability for working with children and young people;
    ii. any disciplinary warnings, including time-expired warnings, that relate to the

iii. safeguarding of children;
iv. the candidate's suitability for this post.

- School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the shortlisting stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Feedback to candidates will be given if requested.
- Candidates will always be required:
    i. to explain satisfactorily any gaps in employment;
    ii. to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
    iii. to declare any information that is likely to appear on a DBS disclosure;
    iv. to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants are required:

- To provide photographic proof of identity.
- To complete a DBS disclosure application and receive satisfactory clearance.
- To provide actual certificates of qualifications.
- To complete a confidential health questionnaire.
- To provide proof of eligibility to live and work in the UK.

We will require original documents for proof of identity, photocopies will not be accepted. We will check QTS and complete overseas checks as required.

Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices before having unsupervised contact with children.
- Meetings will be held during the first three months of employment between the new employee(s) and the appropriate manager(s) if required.

The ADMAT Safer Recruitment and Selection Process Checklist will be followed throughout the recruitment process.