



**SAFER RECRUITMENT POLICY**

**Version 7 – October 2018**

**This procedure is applicable to all Academy employees**

**Slight amendment – October 2019**

**Review date: September 2020**

## Safer Recruitment Policy

Macmillan academy is committed to safeguarding and promoting the welfare of children and young people in its core and expects all staff and volunteers to share this commitment (see Child Protection Policy).

In order to safeguard and promote the welfare of its students and ensure that risk of harm is minimised, the academy employs a safe recruitment and selection policy which complies with national guidance.

The academy recruitment procedures take every precaution to ensure that we are satisfied that the applicant is a fit and proper person to work with children.

All recruitment procedures involve the following:

- Job adverts clearly state that:

“we are committed to safeguarding the welfare of young people and expect all staff and volunteers to share this commitment. All appointments are subject to DBS checks and excellent references”.
- The job application form requires a common set of core data from all applicants which includes the following:
  - full personal details, including National Insurance number
  - details of any qualifications obtained that are relevant to the post
  - a full education and employment history with start and finish dates, reasons for leaving and explanations of any gaps
  - a declaration of any relationship to existing employees of the Academy
  - details of referees, one of which should be the applicant’s current employer
  - a statement of the personal qualities and experience that the applicant believes qualifies him/her for the post and an explanation of how they meet the person specification
- All job descriptions state the main duties of the post, include the statement that ‘all adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with’.
- The interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children. Additionally, any relevant issues relating to employment breaks or reference queries will be taken up at interview.
- When short-listing, the academy will pay particular attention to;
  - unexplained gaps in employment
  - discrepancies
  - repeated changes of employment

- Incomplete application forms will not be accepted.
- References will be sought before interviews take place and will include questions on the candidate's suitability to work with children. Open references and testimonials provided by applicants will not be accepted.
- All interview programmes for teaching positions will involve students. Firstly the candidate will be asked to teach a lesson, secondly, students will show candidates around the academy. Student feedback is valued in the selection process.
- All interviews will be conducted by a minimum of two people. At least one member of the interview panel will have undertaken safer recruitment training.
- All candidates will be asked to provide documents confirming any educational and professional qualifications relevant to the post.
- In addition to the above checks (qualifications, references), all candidates involved in regulated activity as set out in Annex F of Keeping children safe in education guidance will undergo an enhanced DBS with barred list information. All appointments are subject to these checks being satisfactory. If a staff member is subsequently found to have an issue identified via the Disclosure Process the Principal will have an open and measured discussion on the subject of the recorded offences. Failure to reveal information at interview that is directly relevant to the position sought, could lead to withdrawal of an offer of employment.

The academy will take into consideration:

- whether the conviction is relevant to the position
- the seriousness of the offence revealed
- the length of time since the offence took place
- whether the applicant has a pattern of offending behaviour
- whether the applicant's circumstances have changed since offending took place
- Copies of DBS certificates and unsuccessful applicants details will be retained on file for no longer than 6 months
- A person taking up a management position will be verified as not subject to a section 128 direction made by the Secretary of State.
- Identity and proof of the right to work in the UK will be verified.
- A medical pre-employment check will be undertaken to ensure the candidate's mental and physical fitness to carry out their work responsibilities.
- The academy is committed to keep an up to date single central record detailing a range of checks carried out on our staff as detailed in 'Keeping children safe in education September 2019'.

- All new appointments to our academy workforce who have lived outside the UK will be subject to additional checks as appropriate, including European Economic Area (EEA) teacher sanctions and certificates of good conduct from areas outside the European Union.
- Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Independent Safeguarding Authority.
- All appointed staff will undergo an induction process which includes information and written statements of; policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti racism, physical intervention/restraint, internet safety and professional code of conduct.
- All staff will receive regular training in Child Protection.