

## Policy on Safer Recruitment

**Calder House is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment.**

- To this end when recruiting staff Calder House will obtain full identifying details from all applicants including proof of date of birth, address and right to work in the UK. This information will be requested from all applicants whether or not they are applying for a position which involves unsupervised access to pupils at the school.
- Calder House is an equal opportunities employer and applicants will be asked to state their ethnicity to assist the employer in demonstrating compliance with the equal opportunities legislation.
- Applicants will be asked to give a full educational and employment history and to produce appropriate proof of relevant qualifications and explanation for any gaps in their employment history.
- Applicants will be asked to give at least two professional referees, one of whom should be the applicant's current or most recent employer. Referees will be asked to confirm specifically that they know of no reason why the applicant should not work with young children.
- All applications will be retained for six months after which applications from unsuccessful applicants will be destroyed.
- Where it is clear that an applicant, who is not currently working with children, has worked with them in the past a reference must be given from that employer
- The applicant will be asked to consent to an enhanced DBS search if they cannot produce one from their previous employment which satisfies the DfE guidelines. The applicant will not be permitted to start work at Calder House until the school has full details of a satisfactory search. Overseas criminal records checks (or the equivalent) will be undertaken where necessary.
- Calder House recognises the importance of a "values based" interview and applicants who are called to interview will be asked about their views on safeguarding children and their professional experience with regard to child protection.
- The applicant will be asked to confirm that neither they nor any member of their household are subject to a prohibition order issued by the Secretary of State for Education or liable to be disqualified under the Childcare (Disqualification) Regulations 2009. The applicant will be asked to respond to specific questions in the application form regarding this.
- Following an offer of appointment the successful applicant will be expected to complete a medical questionnaire to ensure fitness to work in the relevant post at Calder House School.
- DBS searches will be obtained at enhanced level for all members of staff including volunteers and directors of the company. In the case of the two founding directors/proprietors, full DfE

clearance was obtained when the school was founded and the on-going validity of this clearance has been confirmed in writing.

- Calder House will conduct an annual audit of all staff to ensure that proper records of all checks are maintained.
- Calder House is committed to ensuring its Senior Management Team is properly trained in Safer Recruitment. Jason Page (Registrar and Bursar) has completed (October 2017) the Gloucestershire Safeguarding Children Board (GSCB) Safer Recruitment Course and is the currently the school's Lead in this area.
- The steps taken to ensure that Calder House's recruitment procedure adheres to best practice and latest guidance in respect of Safer Recruitment are summarised in the Appendix to this Policy.

**A copy of this policy is to be sent with the application form used for all posts at Calder House whether voluntary or paid.**

(This policy was last reviewed in October 2017)



## Appendix: Summary of Safer Recruitment Procedure at Calder House.

### When recruiting Calder House will always take the following steps:

1. Ensure all those involved in the interview and selection process are properly trained and briefed.
2. Put together a Job Description and Application Form for the role the school is recruiting for.
3. Agree format for selection process (interview; lesson observation etc)
4. Advertise the post.
5. Send out Application Form + copies of the school's Safeguarding Policies. This must include information about the checks which the school will carry out into each applicant background.
6. Obtain a self-disclosure regarding criminal history + confirmation in respect of the Childcare (Disqualification) Regulations 2009.
7. Shortlist Candidates based on careful scrutiny of their completed Applications – this will include carefully investigating any gaps in an applicant's record of employment.
8. Request references. Our reference request will include the Job Description for the post and will ask referees if they know of any reason why the applicant should not work with children.
9. Invite shortlisted candidates for interview and selection process – this will include a chance to discuss candidate's attitudes towards safeguarding and child protection.
10. Check identity documents, eligibility to work in the UK and professional qualifications/registration.
11. Scrutinise references carefully.
12. Make a conditional offer of employment to the successful applicant or re-advertise the post.
13. Request DBS and NCTL clearance – as applicable.
14. Request medical information from applicant.

### When recruiting Calder House will never:

- Call for CVs. All applicants will be required to Application Form.
- Make an unconditional offer of employment.

