



**Joseph Swan Academy**

## **Safe Recruitment Policy**

**2018 – 2019**

To be reviewed September 2019

## **Aims and Objectives**

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

This policy is designed to encourage all to operate consistently and thoroughly in obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Joseph Swan Academy.

## **Introduction**

Joseph Swan Academy is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the Academy expects all staff and volunteers to share this commitment. The safe recruitment of staff in Academies is the first step to safeguarding and promoting the welfare of children in education.

In order to help safeguard and promote the welfare of all its pupils the Academy is committed to a thorough and consistent Safer Recruitment Policy. This is in line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DFE 04217/2006 and the Safeguarding Vulnerable Groups Act 2006 the Academy takes very seriously its duty of care for all pupils.

## **Roles and Responsibilities**

It is the responsibility of the governing body to ensure the Academy has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DFE guidance and legal requirements and to monitor the Academy's compliance with them.

It is the responsibility of the Head Teacher and all involved in recruitment to ensure that the Academy operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the Academy.

The governing body has delegated responsibility to the Head Teacher to lead in all appointments. Academy governors may be involved in staff appointments but the final decision will rest with the Head Teacher.

In the case of recruiting a Head Teacher, the responsibility for such an appointment will rest with the Governing Body (Head Teachers Appointment Committee)

## **RECRUITMENT AND VETTING CHECKS**

### **References**

Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

### **Previous Employment History**

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

### **Identity Checks**

These will be carried out on all appointments to the Academy's workforce before an appointment is made. Acceptable proof of identity may include birth certificate, driving licence or passport, combined with evidence of proof of address.

### **Disclosure & Barring Service (DBS) Certificate**

All staff at Joseph Swan Academy require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained **before** the commencement of employment of any new employee.

In exceptional circumstances an employee may be allowed to commence employment pending the production of an enhanced DBS Certificate but this will only take place following a risk assessment of that employee.

It is the Academy's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (ie: maternity leave, career break etc.) must be re-checked before they return back to work.

Members of staff at Joseph Swan Academy are aware of their obligation to inform the Head Teacher of any cautions or convictions that arise between these checks taking place.

## **Medical Fitness**

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

## **Qualification Requirements**

All successful candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

## **Overseas checks**

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.

**In addition to the above and as part of a broader approach to best practice in safe recruitment the Academy will, whenever possible, ensure the following procedures are followed.**

- Any advertisement will make clear the Academy's commitment to safeguarding and promoting the welfare of children
- The 'person specification' will include a specific reference to suitability to work with children