

# **Navigators**

## **Safer Recruitment Policy**



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**Learning, Developing, Enjoying**

**Date: September 2021**

**Review date: September 2022**

## **STATEMENT OF INTENT**

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
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

## **STATUTORY REQUIREMENTS**

There are statutory requirements for the appointment of some staff in schools. These requirements must be met.

## **IDENTIFICATION OF RECRUITMENT**

Navigators will involve at least one recruiter who has successfully received accredited training in safer recruitment procedures.

## **INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*Navigators is committed to the safeguarding of all children, through its policies, practice and monitoring procedures. Any applicant wishing to work around children can expect to have an enhanced DBS Check.*

Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- School Safeguarding policy
- School Safer Recruitment policy (this document)
- The selection procedure for the post
- An application form

All prospective applicants must complete, in full, the school application form.

## **SHORT-LISTING AND REFERENCES**

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 email 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:

- The candidate's suitability for working with children and young people
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
- The candidate's suitability for this post

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

References must cover a minimum period of 5 years prior to the candidate's application.

## **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 short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required:

- To explain satisfactorily any gaps in employment
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- To declare any information that is likely to appear on a DBS disclosure
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

The Employer will always be required:

- To confirm the outcome of the interview to the applicant within one week
- To give detailed feedback on the interview if requested by the applicant

## EMPLOYMENT CHECKS

All successful applicants are required:

- To provide proof of identity
- To complete an ethnic monitoring form
- To complete a DBS application form and for a satisfactory disclosure to be obtained
- To provide actual certificates of qualifications
- To provide proof of eligibility to live and work in the UK.

If successful, a Work Health Assessment only needs to be completed if you have a disability and reasonable adjustments are required.

## INDUCTION AND PROBATION

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.

All new staff will be subject to a 6 month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by the School are fully communicated.

The new employee will be fully integrated into the School and has the skills required to carry out the role effectively