

Title:	Safer Recruitment Policy
Associated Policies:	<ul style="list-style-type: none"> • Safeguarding Children – Child Protection Policy • Appropriate Contact Policy • Acceptable Use / Esafety Policy
1	Published statement of commitment to safeguarding
	<p>The following statement is included in all recruitment information, including vacancy adverts and candidate information packs:</p> <p><i>“The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</i></p> <p><i>The successful applicant will be expected to undertake a criminal records check, via the Disclosure & Barring Service, the cost of which will be met by NSG.</i></p> <p><i>Details of our safer recruitment policy can be found in the school policies section of our website.”</i></p>
2	Who does this policy apply to?
	Any person apply to work at Northampton School for Girls
3	Who is responsible for carrying out this policy?
	<ul style="list-style-type: none"> • The Governing body and the Headteacher have overall responsibility • The HR Manager is assigned responsibility for collating and checking documentation from prospective candidates before employment commences.
4	What are the principles behind the policy?
	<p>Northampton School for Girls follows the statutory guidance outlined in Part 3: Safer Recruitment, in the Department for Education's most recent Keeping Children Safe in Education document. The school runs each recruitment process in accordance with the procedures outlined below.</p> <p>At any stage of the process, if it becomes clear that the candidate is disqualified from working with children, the school has a duty to inform the Police.</p>
5	Procedures (standards)
	<p>5.1 Shortlisting</p> <p>A first ‘sift’ of applications is undertaken by the HR Manager to check the following information:</p> <ul style="list-style-type: none"> • clear details of current occupation and any gaps in employment history • whether the applicant meets the minimum criteria for the role (e.g. qualifications, experience) • evidence of right to work in the UK • disability declaration or special requirements • declaration of relationship to any NSG employee/Governor of Academy Trust • declaration of interest in relation to the Academy Trust <p>Any missing information is requested, where possible, prior to interview.</p> <p>5.2 References</p> <p>Prior to the interview, references will be requested for shortlisted candidates. The request for the reference will contain a reminder that the reference should be accurate. Referees should not be a family member, and one should be the applicant’s current or last employer. Where a reference is from employment in a school, the</p>

reference is required to be from the Headteacher. Open or generic references, e.g. 'To Whom It May Concern', will not be accepted.

5.3 Check on Identity and Qualifications

All candidates' identity documents and qualification certificates are checked on arrival for interview. It is a requirement of the DBS process that original ID documents are seen and copies are held securely by the HR Manager.

5.4 Interview

The school has a duty to ensure that at least one member of the interview panel is trained and accredited in Safer Recruitment. The HR Manager holds the details of all those staff and governors who are appropriately trained.

At interview, candidates will always be asked to:

- Explain satisfactorily any gaps in employment.
- Explain any anomalies or discrepancies in the information provided.
- Declare any information likely to appear on a DBS disclosure.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

5.5 Conditional Offer of Employment

In addition to the checks described above, an offer of employment remains conditional until all of the following checks have been satisfactorily completed:

- an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity)
- a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
- a verification of the candidate's mental and physical fitness to carry out their work responsibilities (Section 60 of the Equalities Act 2010 states that an employer cannot seek information about an applicant's health or absence record prior to interview or before making an offer of appointment. In accordance with this, NSG will not request any such information unless a conditional offer of employment has been made)
- if the person has lived or worked outside the UK, any further checks the school considers appropriate
- a check via the DfE Teacher Services' system to verify:
 - any award of qualified teacher status (QTS)
 - the completion of teacher induction or probation
 - that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012
 - that any person taking up a management position is not subject to a section 128 direction made by the Secretary of State.

5.6 Induction

Every new employee at Northampton School for Girls is provided with an induction programme appropriate to the role they are taking up. Safeguarding training is a compulsory aspect of the induction programme for all new employees and is usually delivered by the school's Designated Safeguarding Lead.

5.7 Single Central Record (SCR)

The HR Manager maintains the school's Single Central Record which holds information for all staff, including:

- fixed term, permanent and casual staff
- teacher trainees on salaried routes
- all members of the proprietor body, i.e. the members and trustees of the academy trust
- volunteers

The information held covers:

- an identity check
- a barred list check
- an enhanced DBS check
- a prohibition from teaching check
- further checks on people who have lived or worked outside the UK including checks for European Economic Area (EEA) teacher sanctions and restrictions
- a check of professional qualifications, where required
- a check to establish the person's right to work in the United Kingdom
- a section 128 check (for management positions)

The HR Manager also holds the list of agency and third party organisations who have provided confirmation that their staff visiting or working at NSG have undergone all of the necessary checks including enhanced DBS with child workforce check.

The details on the SCR are kept updated regularly and are monitored by the Headteacher and the Governing Board's Safeguarding Lead.

6 Policy Review

6.1 This policy will be monitored as part of the Academy's annual internal review and reviewed on a three year cycle or as required by legislature changes.