



SAFER RECRUITMENT & SELECTION POLICY

October 2023

RECRUITMENT AND SELECTION POLICY TO ENSURE ACCORDANCE WITH DfE SAFER RECRUITING GUIDANCE

The Sand Project is committed to safeguarding and promoting the welfare of young people and young people. To ensure this, our recruitment and selection policy is in accordance with both local and national guidance.

STAGES OF THE RECRUITMENT PROCESS

1 Decision to Recruit

All interview panels will understand their role and will include staff who have been trained in safer recruitment.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of young people, and the person specification will include suitability to work with young people.

2 Advertising the Post

The advertisement will include a reference to safeguarding and promoting the welfare of young people as well as the requirement for completion of an enhanced Disclosure & Barring Service (DBS) check. This will also be reflected in the information pack sent to all applicants.

3 Application Process

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment
- Declaration of any family or close relationship to existing or potential employees or employers
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with young people, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be an explanation of the DBS checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid-career moves from permanent to supply or temporary work.

4 Taking up references for shortlisted candidates

References will be sought for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by the college must be signed or countersigned by the headteacher if the last employment was in a school or college. These

will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

5 The Interview

These will be on a face to face basis wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence.

6 Pre Employment

DBS Enhanced Disclosure will be obtained and the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre employment checks being completed satisfactorily.

Candidates will be expected to visit and familiarise themselves with The Sand Project before consideration of employment.

7 Induction

All members of staff will be given an induction programme which will clearly identify the college policies and procedures, including safeguarding, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of ALL policies and procedures and how to access them.

8 Ongoing Employment

The Sand Project recognises that safer recruitment and selection is not just about the start of employment but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the college culture embraces safeguarding and communicates a clear framework to employees, parents and trainees. We will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the college environment, for the benefit of both staff and trainees. To support this, we will use the Safer Colleges Checklist (attached) to monitor our progress and will review as a board of directors once a year.

Appendix 1 to Model Recruitment and Selection Policy

Safer Colleges Checklist

Use the following check list to evaluate the safety of your college

Policy or procedure

In place /Not in place/In progress

Notes

Recruitment and selection issues

Same standards applied to all categories of employment

Use of application form

Job description/person specification sent to referees

Referees asked to specifically comment on suitability for the post

Applicants aware that previous employers may be contacted

Written references taken up

References obtained prior to interview

One member of panel to examine these prior to interview

References to be obtained for internal candidates, supply/agency staff or previous volunteers

Questions asked on candidate's child protection awareness

Explanation of gaps in employment required

Proof of identity required – originals not photocopies, and one showing current address

Academic qualifications checked - originals not photocopies

Medical clearance prior to employment

No employment until appropriate level of DBS check has been done

Above checks applied as appropriate to:

- Overseas staff
- Supply or agency staff
- Gap year/ Work experience students
- Volunteers
- Governors
- Contractors

Policy or procedure

In place/Not in place/In progress

Notes

College communication and relationships

Trainees and parents/carers/staff confirm they can voice concerns

These concerns taken seriously/viewpoints valued

Staff awareness of vulnerable young people and any communication difficulties

Staff encouraged to constructively comment on each other's practice

College seeks external advice to gain additional perspectives

Colleges works with parents in the interest of protecting young people

Policies

Staff code of conduct to give clear expectations and boundaries

Safeguarding policy and procedures including allegations made against staff
Whistle blowing policy – clear mechanisms on how to report concerns
Bullying policy
Open door policy for staff

The curriculum

Health and Safety skills taught
Internet safety taught
PSHE Life and Living covers all aspects of staying safe mentally physically, emotionally and sexually.

Policy or procedure

In place /Not in place/ In progress

Notes

Staff training and supervision
Formal Safeguarding training every year
Child protection updates
Whole staff clarity re child protection procedures
Awareness of indicators of young people at risk and how to pass this on
Regular supervision/support re child protection matters
Performance management process to target CP management issues
Records
Records of concerns or incidents made promptly and accurately
Records kept securely and information shared appropriately