



## **The Fermain Academy**

# **Central Record and Vetting Policy**

**Date Accepted by Governing Body: 01/09/2015**

**Reviewed By: Tim Haslewood**

**Review Date: Summer 2018**

**Date for Policy review: Summer 2019**

## **INTRODUCTION**

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 some statutory requirements for the appointment of some staff in schools – notably Principals and Deputy Principals. These requirements change from time-to-time and must be met.

## **IDENTIFICATION OF RECRUITERS**

The ECYAFS Trust will always have one recruiter that has successfully received accredited training in safe recruitment procedures.

## **INVITING APPLICATIONS**

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

“The ECYAFS Trust is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS disclosure and accompanying documentation.”

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

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an 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.

### **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 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.

### **EMPLOYMENT CHECKS**

All successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS disclosure application and receive satisfactory clearance
- DCSF number checked (where applicable)

- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## **INDUCTION**

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.

This is provided in the Staff Handbook.

Regular supervision meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## **SUPPLY STAFF**

All agencies are required to supply written confirmation of their vetting procedures confirming that all appropriate checks have been undertaken for any staff engaged on a supply contract.

Agency staff will be required to present in school, photo ID and a copy of their DBS on the first day of their engagement to confirm the school has undertaken identity checks.

## **Single Central Record**

The school maintains a Single Central Record (SCR). This record is electronically stored on the school MIS and electronic copies of all documents are stored within it. Hard copies of all the documents on the SCR are stored securely in the school office.