

# NEW FOREST CARE EDUCATION

## Safer Recruitment Policy

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## 1. Introduction

New Forest Care Education depends upon the efficiency and commitment of all employees in order to provide a high quality, safe and caring environment for its students. It is essential therefore that its Schools and Alternative Education Provisions attracts, recruits and retains a competent and motivated workforce.

New Forest Care Education always tries to appoint the most appropriately qualified candidates from the widest field possible, and in doing so aims to ensure that no applicant or employee is discriminated against either directly or indirectly on any of the prohibited grounds. (See also Equality and Diversity Policy).

New Forest Care Education actively invests in staff training and development and aims to provide opportunities for career progression in order to promote staff retention. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In this context it is vital that its schools and alternative provisions applies recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, those who regularly come into contact with children in a supporting or voluntary capacity.

## 2. Rational and Scope

The purpose of this policy is to ensure:

- The employment of the most qualified and suitable staff
- That unsuitable applicants are identified and rejected early in the selection process
- Safeguarding of students
- The establishment of a culture of safe practice in the recruitment, training and monitoring of staff practice

## 3. Key objectives of the Safer Recruitment Policy

- To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an on-going safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
- The Headteacher/Head of Alternative Education is responsible for monitoring and evaluating the process with the Peoples Team and when necessary, challenging poor practice.

## 4. Legal Framework

New Forest Care Educations (*New Forest Care Ltd.*) Safer Recruitment Policy and Safeguarding Policy works in accordance to The DCSF guidance Safeguarding Children and Safer Recruitment in Education (2010). Other key documents are: Working Together to Safeguard Children (2006), What to do if you're worried a child is being abused (2006). Hampshire's LSCB Safeguarding Inter-Agency Procedures, S175 and S157 Education Act 2002 and Safeguarding Children in Education 2004 DfES, Policy and Procedures for Safeguarding May 2013.

New Forest Care Educations (*New Forest Care Ltd.*) practice in recruitment adheres to and includes issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the process. It commences with the process of planning the recruitment exercise, where the post is advertised, ensuring that the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children. It also ensures that a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants is undertaken.

## 5. Recruitment Procedures

In order to ensure safer recruitment, New Forest Care Education will:

- Ensure that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
- Ensure that the Job Description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
- Ensure that the person specification includes specific reference to suitability to work with children.
- Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies, gaps in history or anomalies.
- Obtain at least two independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and young people and follow up any concerns. One of these must be from the last employer.
- Conduct a face-to-face panel interview to explore the candidate's suitability to work with children as well as their suitability for the post. At least one of the panel members must be suitably 'Safer Recruitment' accredited.
- Verify the successful candidate's identity.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed
- Check their previous employment history and experience.
- Verify that they have the health and physical capacity for the job.
- Conduct the mandatory DBS check at 'Enhanced with Lists Checks' prior to commencing work.
- Ensure new staff are familiarised with our Safeguarding Policies and Safer Working Practices and train them in the above during their induction.

## 6. Single Central Register

All staff will have their details recorded on the school's single central register.

## **7. Linked Documents**

Safeguarding Policy & procedure

Lone Working Policy

NFS Single Central Register

## **8. References**

- DCSF guidance Safeguarding Children and Safer Recruitment in Education (2010)
- Working Together to Safeguard Children (2006)
- What to do if you're worried a child is being abused (2006)
- Hampshire's LSCB Safeguarding Inter-Agency Procedures,
- S175 and S157 Education Act 2002 and
- Safeguarding Children in Education 2004 DfES.