



# STELLA MARIS SCHOOL

## SAFER RECRUITMENT POLICY

Stella Maris School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

In this context it is vital that the School 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 and those who regularly come into contact with children in a supporting or voluntary capacity.

Stella Maris School's Safer Recruitment Policy draws upon the DCSF guidance *Safeguarding Children and Safer Recruitment in Education*.

### Aims

- 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 ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

### Recruitment Procedures

In order to ensure safer recruitment Stella Maris School will:

- Ensure that when a post is advertised the recruitment paperwork 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 or anomalies. Stella Maris School uses an application form for all posts. Previous employment history is checked for any unexplained gaps, and a reference from the candidate's current or most recent employer is obtained where appropriate.
- Obtain independent character and, where necessary, professional references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns, by telephone if necessary.
- Conduct an interview (with at least one panel member who has completed the relevant safer recruitment training) to explore the candidate's suitability to work with children as well as his/her suitability for the post.
- Verify the successful candidate's identity.
- Verify the successful applicant's right to work in the UK, where applicable.
- Obtain evidence, if applicable, of checks provided by another country for an applicant who has worked abroad.
- Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed
- Check his/her previous employment history and experience.
- Verify that s/he has the health and physical capacity for the job.
- Conduct the mandatory check list of List 99 and/or the Protection of Children Act (PoCA) List and an enhanced disclosure criminal record check via the CRB (Note: a List 99 check is required prior to the commencement of employment if no valid CRB from a previous school is available and assuming there has not been a break in service greater than three months).
- Ensure new staff are familiarised with our Child Protection Policies and Safer Working Practices.

### Supply Staff

Stella Maris School will:

- Ensure that supply agencies provide the assurances regarding recruitment of their staff required by the Independent Schools Regulations.
- Ensure that the identity of supply staff is checked by the School before the supply staff member commences work at the School.