



Fairfield Farm College

Safer Recruitment Policy

Policy number	New or Reviewed	Date of next review	Responsibility
P025	November 2017	November 2019	Director of HR & Workforce Dev.

To provide young people with opportunities to be successful and make a positive contribution within their community.

Fairfield Farm College - Safer Staff Recruitment Procedures

1. Fairfield Farm College is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. All members of staff, regardless of their post, share in the responsibility for protecting students, keeping them safe from harm whilst they are attending college and for reporting any concerns about a young person's welfare. At any time that a formal interview takes place, two managers (and representative(s) from the trust board for senior management team posts) will be in attendance and questions on safeguarding will be asked during the interview.
2. These recruitment procedures are intended to formalise the system and highlight safeguarding procedures already established by the college.
3. It draws upon the advice given in the documents 'Safeguarding Children and Safer Recruitment in Education', and recommendations of the Richard Inquiry (2004) as well as guidance set out NCSL Safer Recruitment training. Safer Recruitment is also one strand of safeguarding and promoting the welfare of children.

Safer Staff Recruitment Procedures

4. It is the intention of the college to undertake strict procedures in the recruitment of new staff to any post.
5. All posts will be advertised, internally, externally or both, according to the requirements of equal opportunities legislation
6. Application forms will ask for criminal convictions to be disclosed
7. Applicants will be shortlisted according to criteria relating to the person specification for the post

Interviews

8. Within the recruitment process all prospective employees will undertake a three stage interview to ensure their application meets with this Safer Staff Recruitment Procedure:

Stage one

An informal tour of the college with a manager. The manager will provide written feedback and grade for this stage at the meeting held to decide on appointment.

Stage two

An observed task that consists of working with a student for posts that include contact time and a written element. The observer will provide a written record and grade for the observation which will include comments on promoting safe learning and communication.

Stage three

A formal interview with two managers which will include questions on safeguarding. The managers will provide a written record and grade for the formal interview. A brief summary of the terms and conditions of employment are explained at the formal interview. It will be explained to the candidate that employment is dependent upon:

- Two satisfactory references (one verified)
 - A clear DBS check
 - Sight of original certificates relevant for the post (if appropriate). Qualifications will be recorded on SchoolPod MIS and photocopies of relevant qualifications will be kept on file.
 - A written explanation of any gaps in the applicant's work history will be recorded at the interview and placed on the personnel file.
 - Written records of the interview process will be kept in the applicants file and in personnel files of successful applicants.
9. The decision making will involve all staff who were part of the interview process and the decision to appoint will be based on the grades achieved by candidates.
10. The successful candidate will be asked to attend a meeting to complete the following elements which make up the routine recruitment procedure for all staff:
- Completion of a Disclosure and Barring Service check at enhanced level application form. The form will be completed with the applicant at the meeting and necessary proof of identification seen and recorded by the Director of HR & Workforce Development
 - Documentary evidence of identity such as birth certificate, driving licence or passport so that the applicants identity can be confirmed. This confirmation is photocopied and placed on the personnel file
 - The Staff Codes of Practice will be issued and signed for
 - The staff Acceptable Use of college IT equipment will be issued and signed for
 - Any further information required e.g. proof of eligibility to work in the UK
 - A photograph of the new member of staff will be taken to keep on file
11. A tracking system will be carried out to ensure that all of the above steps are completed, and that these steps are included in the recruitment of all staff no matter what their post may be.
12. New staff are permitted to begin induction training before DBS clearance has been received but must be supervised by other staff at all times and not have unrestricted access to students.
13. If DBS checks indicate that there is a trace on the successful applicant or if applicants disclose a conviction a risk assessment must be carried out by at least two members of the SMT to assess the potential risk to students.

The outcome of the risk assessment may result in the termination of employment due to failure to comply with employment requirements. If this is not the case the risk assessment must be kept in confidential files.

14. Should the college discover that an applicant has made a false statement in attempting to gain employment, this will be reported to the appropriate government agencies and the employee will be suspended from duty without pay until such time as the matter is resolved to the satisfaction of the SMT who will seek advice from all relevant bodies.

Safer recruitment training

15. The Director of HR & Workforce Development and senior managers and a Trustee will attend accredited Safer Recruitment Training to ensure the recruitment, selection procedures and processes help to deter, reject or identify people who might abuse young people or who are unsuited to work with them as an essential part of creating a safe environment.

The training will:

- give participants an awareness and understanding of offender behaviour
- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- help participants begin to review their own processes and the college policies with a view to making them safer.

Advertising posts

16. All advertisements for vacancies will carry the safeguarding statement:

Fairfield Farm College is committed to safeguarding and promoting the welfare of young people. All applicants, for all posts, are expected to share this commitment and our thorough recruitment processes and pre employment checks are designed with this in mind.

17. They will also notify potential applicants of the need to undertake pre employment checks including an enhanced DBS disclosure.

Applications

18. Applicants will be sent job description/ information as well as personnel and safeguarding details which sets out the safer recruitment procedures and requirement of pre-employment checks.

19. Applications are accepted strictly by application form only. Under no circumstances are CV's accepted.
20. Application forms include a full and thorough personal & employment history, personal and qualification information and must be signed by the applicant.

References

21. References are required on a standard request form. They include a request for information regarding the suitability of the candidate to work with vulnerable young adults.
22. Two references are usually requested after a position has been offered, (one of which must be the most recent employer), but may be considered as part of the interview process and scrutinised as required. Supplementary questions arising from references may be asked of the candidates in addition to set questions at interview. After receipt of the references, the Director of HR & Workforce Development, or her assistant, will call the referees to check the validity of the reference.

BY ORDER OF THE BOARD

Clair Beaty-Pownall
Director of HR & Workforce Development
November 2017