
Introduction

1. This policy has been developed in accordance with the DfE Guidance contained in '*Safeguarding Children and Safer Recruiting in Education*'.
2. The Governing Body takes seriously its responsibility under Section 175 of the Education Act 2002 to safeguard and promote the welfare of students and to work together with other agencies to ensure arrangements within the Academy are effective in protecting students.
3. This policy should also be read in conjunction with other policies relating to the welfare of students, in particular:
 - The Quest Academy Child Protection Policy;
 - The Quest Academy Anti-Bullying Policy;
 - The Quest Academy Health & Safety Policy, including the health and safety of students taking part in activities other than at the Academy.

Statement of Principle

4. The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our students. The Quest Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to and competent in their roles.
5. The Academy recognises the value of and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.
6. The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to the Academy. It also sets out the minimum requirements to:
 - attract the best possible applicants to vacancies;
 - deter prospective applicants unsuitable for work with children;

- identify and reject applicants unsuitable for work with children.

Recruitment Procedures

7. The following procedures and practices are in place to ensure the safe recruitment of staff.

Stage 1: Advertising and Inviting Applications

7.1 All advertisements for all posts will clearly stipulate the stance adopted by the Academy by the inclusion of the following statement: *'The Academy is committed to safeguarding children and young people.'*

Stage 2: Application Pack

7.2 Prospective applicants will be supplied with the following:

- The Quest Academy Application Form (which will include the information listed in the DfE Guidance booklet on Safer Recruitment);
- Job Description and Person Specification; these will include references to the responsibility of all staff for safeguarding and to promote the welfare of students, as well as including suitability to work with children as an essential criterion;
- Further information about The Quest Academy, including its values and its Code of Conduct for staff; the recruitment pack will include this statement: *'The Academy is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure'*.

7.3 All applicants must complete the application form in full; CV's will not be acceptable.

Stage 3: Applicant Selection/ Short-Listing

7.4 Candidates for the post and who are suited to the job description and person specification following analysis of their applications will be short-listed, following consultation between the Principal (or a person to whom this has been delegated) and other staff involved in the interview process. In the event of large numbers applying for a particular post, the selection criteria will be further refined so as to select those who have scored most highly against the short-listing criteria.

7.5 Telephone interviews may be used at the short-listing stage to establish suitability for interview, but will not be a substitute for a face-to-face meeting as part of the final selection/interview process.

7.6 References will be requested for all short-listed candidates. If references do not arrive before the time of interview, any job offer will be subject to receipt of satisfactory references (as well as other checks – see later).

Stage 4: Interview

7.7 Prior to embarking on the interview process and on point of arrival, candidates selected for interview will be asked to provide:

- proof of identity;
- actual certificates of qualifications;
- eligibility to live and work in the UK.

7.9 The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and the questions and tasks will range to encompass knowledge, skills, competence and qualities needed for the particular post.

7.10 The Academy will endeavour to ensure that at least one representative involved in the interview process has undertaken the Safer Recruitment on-line training.

7.11 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- to declare any information that is likely to appear on a Disclosure and Barring Service (DBS) disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

References

7.12 References will be sought directly from the referee. References or testimonials provided by the candidate are never accepted. Open references 'To whom it may concern' and so on will not be accepted if they fail to include date evidence or are without obvious authorisation.

7.13 In all cases of applicants being invited to interview, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges and retained on the personal file of the individual appointed.

7.14 In all cases of applicants being invited to interview, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies.

Stage 5: Successful Candidate - Pre Employment Checks

7.16 The candidate will be required to provide all of the following prior to taking up the post (if they have not done so already at the interview):

- receipt of at least two satisfactory references;
- verification of the candidate's identity;
- a prohibition from teaching or emerging practice check demanded by the Disclosure and Barring Service;
- a satisfactory Enhanced DBS disclosure;

- verification of the candidate's medical fitness (via a confidential health questionnaire or medical test dependent upon post);
- verification of qualifications;
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted);
- (for teaching posts) verification of successful completion of statutory induction period;
- the production of evidence of the right to work in the UK Stage.

Staff Induction

8. All staff who are new to The Quest Academy are required to undertake induction training, which will include the Academy's safeguarding policies and specific induction in Child Protection; Counter-Bullying and guidance on Safe Working Practices (see New Staff Induction Programme).
9. Regular meetings will be held during the first twelve months of employment between the new staff and their appropriate line manager(s).

Leaving Employment of the Academy

10. There is a Statutory Requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a Academy who are dismissed, who resign in circumstances which may have led to dismissal, or where a disciplinary transfer has occurred on the grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit.

Central Record of Recruitment and Vetting

11. The Academy will maintain a central record of recruitment and vetting checks, in line with the DfE requirements (see below). It will include:
 - all staff who are employed to work at the Academy;
 - all staff who are employed as supply staff to the Academy whether employed directly by the Academy or through an agency;
 - all others who have been chosen by the Academy to work in regular contact with children. This will cover volunteers, Governors who also work as volunteers within the Academy and people brought into the Academy to provide additional teaching or instruction for students but who are not staff members, e.g. a specialist sports coach.

Rehabilitation of Offenders Disclosure

12. All posts within The Quest Academy are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs; including those regarded as spent and have an Enhanced DBS Disclosure. A previously issued DBS Disclosure Certificate will only be accepted in certain restricted circumstances. Such disclosures will not be considered as part

of the short-listing process. They will become part of the interview process in order to allow the candidate the opportunity to discuss the matter. Such information will not necessarily bar a candidate from employment. If the candidate is not successful, then the information will not be retained and destroyed after six months.

13. The Disclosure and Barring Service has published a Code of Practice with accompanying explanatory guide for information. The Quest Academy is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

Data Protection Issues

14. Employees are entitled to see and receive, if requested, copies of their employment references. Further disclosed information will be treated in confidence and not used against applicants unfairly, including adherence to the Disclosure and Barring Service code of practice.

Supply Staff

15. For the purposes of creating the record of checks for supply staff provided through a supply Agency, the Academy will request written confirmation from the supply Agency that it has satisfactorily completed all relevant checks. Access to the check is only required where there is information contained in the DBS Disclosure. Information disclosed as part of a DBS Disclosure will be treated as confidential. Identity checks will be carried out by the Academy to confirm that the individual arriving at the Academy is the individual that the agency has referred.

Peripatetic and Associate Staff

16. For the purposes of creating the record of checks for peripatetic staff (for music, sports, etc.) the Academy will require all necessary checks and Disclosure and Barring Service requirements are fulfilled.

Volunteers

17. Where volunteers are likely to have regular, on-going and unsupervised access to students, the appropriate checks listed above will be undertaken.

Contractors

18. The Academy will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure.

Additional Notes

- The Academy will require staff who are convicted or cautioned for any offence during their employment with the Academy to notify the Principal in writing of the offence and penalty.
- The Academy will respond to changes in Legislation required to ensure the safeguarding of children and review policy and practice in the light of developments, for instance the Disclosure and Barring Service Vetting and Barring.
- The Academy will carry out an annual review of this Policy irrespective of legislation.

- In addition to the various staff records kept in Academy and in individual personnel files, a single central record of recruitment and vetting checks is kept. This is kept up-to-date and retained on the personnel file of the individual by Academy's Personnel Officer.

Policy Review

The effective date of this policy is September 2010.

The policy was approved by the Governing Body 3 July 2013.