Safer Recruitment Policy

Review Date: November 2026
Next Review Date: November 2027

A) INTRODUCTION

This policy is to ensure that the individuals responsible for recruitment and selection always hire and promote the most appropriate applicant or employee in a safe, fair and consistent manner, free from discrimination, and to ensure that relevant processes are followed to protect vulnerable groups.

We are committed to safeguarding and promoting the welfare of children, which is reflected within our recruitment and selection activities. We will ensure that the recruitment and employment of staff to work with children is carried out in line with relevant statutory guidance on safer recruitment for schools and colleges and make sure that those involved with the recruitment and employment of staff to work with children receive appropriate safer recruitment training.

It is our policy to look to fill any open position by internal promotion or transfer wherever possible. All applicants will be assessed objectively on their merits in accordance with our Equality, Inclusion and Diversity Policy or Equal Opportunities policy. Any person involved in the selection and interview processes who have a conflict of interest should declare it immediately to (Charlotte Lowe).

B) ADVERTISEMENT

The individual(s) placing the advertisement(s) must ensure that they use a variety of media to reach a broad cross-section of potential applicants and must include the following points.

- the job title
- our commitment to safeguarding and promoting the welfare of children
- detail which confirms applicants will undergo strict vetting procedures and safeguarding checks before appointment and relevant pre-employment checks (this includes but is not limited to: DBS checks, qualification checks, reference checks and identity checks)
- the safeguarding responsibilities of the post as per the job description and/or personnel specification
- whether the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974
- the salary or pay scale
- any significant benefits applicable to the position
- any minimum qualifications for the position
- any particular skills and/or experience required for the position
- any required training which must be completed on confirmation of successful appointment
- any typical features of the position (e.g. part-time, fixed-term, outside UK etc)

- the closing date for applications.

Care will be taken to avoid specifying requirements for the position which are potentially discriminatory either directly or indirectly.

C) JOB DESCRIPTION

Where we use job descriptions to assist in the drafting of a job advert, we will ensure the details incorporated are concise and relevant to the job role being advertised and include any safeguarding requirements.

Where personnel specifications are used along with the job advert only those details which are relevant such as essential or desirable knowledge, skills and experience will be included, along with any safeguarding requirements.

D) APPLICATIONS

Application forms will seek only information which is necessary for the selection process.

Where the role involves engaging in regulated activity relevant to children, we will include a statement within the application pack stating that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.

Our child protection policy and practices and policy on the employment of ex-offenders is available at www.my-oasis.uk.

Applicants will be required to provide:

- personal details including current and former names, current address and national insurance number
- details of their present (or last) employment and reason for leaving
- full employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment
- qualifications, the awarding body and date of award
- details of referees/references
- a statement of the personal qualities and experience that the applicant believes are relevant to their suitability for the post advertised and how they meet the personnel specification.

We will only accept a curriculum vitae (CV) alongside a completed application form. A CV on its own will not contain adequate information.

At each stage of the process, applicants will be kept informed and should expect to be told the following:

1) When they can expect to hear whether their application is to be progressed to the next stage of the recruitment process

2) What the next stage will involve.

Decisions taken to either reject or accept an application will be checked and approved by (Charlotte Lowe / Headteacher) before they are communicated to the applicant.

E) SHORTLISTING

Short-listed candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children, to give candidates the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

We will ensure that at least two people carry out the shortlisting exercise. For consistency, the same people will carry out the interview, where possible.

During the shortlisting process, we may carry out an online search on the shortlisted candidates, as part of our due diligence. If the search identifies any incidents or issues that are publicly available online, we will explore these with the applicant at interview.

F) SELECTION TESTS

We will use a range of selection techniques to identify the person most suitable for the post.

Where selection tests are used in the recruitment process, they will be checked by (Charlotte Lowe) to ensure:

1) They are free from any discriminatory element

2) The test is directly relevant for the position being interviewed for.

G) PRIOR TO THE INTERVIEW

1) Prior to the interview, the criteria for the position should be identified.

2) Criteria that isn't relevant should be avoided.

3) Where possible, we will obtain references prior to interview so that any concerns raised can be explored further with the referee and taken up with the candidate at interview.

H) INTERVIEW

1) The interview will be conducted by two members of staff and thorough notes taken.

2) All questions asked will be directly relevant to one or more of the selection criteria that have been identified for the position.

3) No assumptions will be made nor will questions about the applicant's personal circumstances be asked.

4) During the interview we will seek to determine the applicant's suitability to work with children and explore any potential areas of concern.

5) Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual case.

6) Interview questions will be structured to include:
   - finding out what attracted the candidate to the post being applied for and their motivation for working with children

- exploring their skills and asking for examples of experience of working with children which are relevant to the role
- probing any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this
- whether they have the physical and mental capacity for the specific role.

I) INVOLVING STUDENTS IN THE RECRUITMENT PROCESS

We will involve students in the recruitment process to ensure the most suitable person is appointed to the role. This may include observing shortlisted candidates and appropriately supervised interactions between students and shortlisted candidates.

J) AFTER THE INTERVIEW

Once the interview has taken place and the decision has been made, we will contact the successful individual and arrange the start date for the position.

Candidates may be asked to carry out a short trial period (paid) of up to a week before we make an offer. Relevant vetting, safeguarding and pre-employment checks will be carried out before the commencement of any trial period.

If at any point during the recruitment process, any issues arise then you should report your concerns to the Headteache who will review your concerns.

K) VETTING AND PRE-EMPLOYMENT CHECKS

Offers of employment will be subject to us receiving satisfactory pre-employment checks, including a enhanced DBS check with children's barred list information from the Disclosure and Barring Service. We will be legally obliged to defer start dates if the relevant checks are not completed by the specified start date.

Offers of employment will also be subject to satisfactory references being obtained, proof of any relevant qualifications, satisfactory identity checks and evidence of the applicant's right to work in the UK. Where candidates have lived or worked outside the UK, we will carry out any further checks we consider appropriate.

Additional checks will include a check of the Teaching Regulation Agency records to establish whether the applicant is subject to a prohibition from teaching, and a Section 128 check to establish whether the applicant is prohibited from participating in the management of an independent school or academy, where applicable.

L) INTERNAL RECRUITMENT

It is important that we recruit people that are suitable for the position and who will deliver a high standard of education to our students. We take the recruitment, development and promotion of our staff seriously and we do this by following a fair and non-discriminatory process. We are committed to the safeguarding and welfare of children and will ensure that all relevant checks are completed to ensure safe recruitment is conducted in line with our processes and procedures, and relevant statutory guidance.

Any opportunities for promotion will be advised and open to all members of staff and if you feel you have the skills and experience to bring to the role then we welcome your application and any questions that you may have.

M) RECORD KEEPING

We will keep a clear record of all information considered in the decision-making, along with decisions made.