

# Hummersknott Academy Trust



## 41 - Safer Recruitment Policy

**Review Date: March 2021**

Adopted/V1	V2	V3	V4	V5			
Mar 2013	Mar 2014	Sept 2016	Dec 2018	March 2020			

Hummersknott Academy Trust incorporates Hummersknott Academy and Skerne Park Academy and unless otherwise stated this policy and applies to all Academies equally.

## **PURPOSE**

The purpose of this policy and relevant procedure is to:-

- ensure safeguarding and promoting the welfare of children and young people are an integral factor at each stage of the recruitment and selection process
- ensure a consistent and equitable approach to the appointment of all staff (both permanent and temporary) is conducted in a fair, effective and cost-effective manner
- adopt a safe recruitment process which helps to promote a safe culture and complements other 'safety' elements such as health and safety and Academy security
- attract and recruit suitably skilled and motivated staff to help raise standards and reduce risk to children and young people
- ensure all appropriate checks are carried out on new staff/volunteers who work with pupils or students, including references, qualifications and Disclosure and Barring Service checks
- ensure that those responsible for each stage of the recruitment process demonstrate a professional approach by dealing honestly, efficiently and fairly with all applicants

## **SCOPE**

Recruitment and selection of new employees is one of the most important functions for the Trust and Local Governing Bodies. Recruiting the wrong person can be costly and time consuming. Errors in the recruitment process itself can lead to legal action against the Trust. This Policy has been produced in line with 'Safeguarding Children and Safer Recruitment' guidelines and it provides practical guidance on a range of safer recruitment practices.

This policy has been developed in accordance with the statutory provisions and legislation established by all current relevant Legislation.

## **Key Principles**

- The Principal/Headteacher and Governing Body have a responsibility to ensure that, when recruiting to a post within their Academy, the Policy and related Procedure is adhered to. This Policy and related Procedure are in line with Department for Education (DfE) and safeguarding recommendations
- Selection will be carried out by a panel with at least two members. At least one of the panel members will have received safer recruitment training
- There will be robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or is disqualified from working with children, or does not have the suitable skills and experience for the intended role
- Each Academy will keep and maintain a single central record of recruitment and vetting checks in line with DfE requirements
- Each Academy will ask for confirmation that all individuals who enter Trust premises and who have access to children eg contractors, agency staff, students on placement, etc have been subject to the relevant checks by their employer and or relevant body and monitor the compliance with these measures
- The Equality Act 2010 makes it a requirement to make reasonable adjustments to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment

## **Roles and Responsibilities**

The Governing Body must:

- a) Ensure each Academy has effective policies and procedures in place for the recruitment of all staff
- b) Monitor each Academy's compliance with them

The Principal/Headteacher and other managers involved in recruitment must:

- a) Ensure that their Academy operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work within the Trust
- b) Monitor contractors' and agencies' compliance with this document
- c) Promote the welfare of children and young people at every stage of the recruitment and selection process
- d) Ensure that all contractors and agencies comply with safe recruitment pre-employment checks

In accordance with the School Staffing Regulations, the Governing Body has delegated responsibility to the Principal/Headteacher to lead in all appointments outside the leadership group. Governors may be involved in staff appointments, but the final decision will rest with the Principal/Headteacher. The Principal/Headteacher may delegate the selection process of staff outside the leadership group to other managers in their Academy, but remains responsible for the decision to appoint.

This policy links with values 2 – Outstanding Provision and 4 – Taking responsibility, of the Academy Trust's Vision and Values.

## **RESPONSIBILITY**

This policy will be reviewed and updated where necessary by the Assistant Principal of HR and approved for adoption by the Finance and Resources Committee.

## **PUBLICISING THE POLICY**

A copy of this policy and relevant procedure will be available on each Academy's website and the X Drive/Intranet where applicable. Staff will be advised of amendments to this policy via the Staff Bulletin/Briefing.

## **POLICY STATUS**

This is a statutory policy.