

**Safer Recruitment Policy**

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| Next Review | May 2025 |
| Review Frequency | Annually |

**Introduction**

Adventure in Learning is committed to safeguarding and promoting the welfare of pupils. This Safer Recruitment Policy is designed to ensure that the recruitment process is robust, transparent, and consistent with current legislation and best practice in the United Kingdom.

**Section 1: Scope**

This policy applies to all staff and volunteers involved in the recruitment and selection processes at Adventure in Learning. It encompasses all aspects of safer recruitment, from advertising positions to the induction of new staff members.

**Section 2: Legal Framework**

Adventure in Learning is guided by relevant UK legislation, including but not limited to:

* The Children Act 1989 and 2004
* The Education Act 2002
* Safeguarding Vulnerable Groups Act 2006
* Keeping Children Safe in Education (KCSIE) 2021
* The Rehabilitation of Offenders Act 1974
* Data Protection Act 2018 (including GDPR)

**Section 3: Responsibilities**

3.1 The Governance and Policy Lead:

* Holds ultimate responsibility for ensuring compliance with this policy.
* Ensures that all staff involved in the recruitment process are appropriately trained.
* Reviews and updates this policy as necessary.

3.2 Designated Safeguarding Lead (DSL):

* Supports the Head of Teaching and Learning in the implementation of the Safer Recruitment Policy.
* Offers guidance to recruitment panels on safeguarding matters.
* Attends relevant training to remain informed about current legislation.

3.3 Recruitment Panel

* Comprises at least two members, one of whom has completed safer recruitment training.
* Receives training on recognizing and questioning information that may indicate safeguarding concerns.
* Ensures that interview questions and scenarios address safeguarding and child protection.

**Section 4: Safer Recruitment Procedures**

4.1 Advertising Positions:

* Job advertisements clearly state the school's commitment to safeguarding and promoting the welfare of pupils.
* Include specific details on the recruitment process and the requirement for successful DBS checks.

4.2 Job Descriptions and Person Specifications:

* Clearly outline the responsibilities of the role.
* Detail the skills, qualifications, and attributes required.
* Emphasize the school's commitment to safeguarding.

4.3 Application Process:

* All applicants are required to complete the school's application form.
* Applicants provide details of their full employment history, including any gaps.
* The application form includes a section addressing the applicant's commitment to safeguarding.

4.4 Shortlisting:

* A shortlisting panel evaluates applications against the person specification.
* Shortlisting decisions are recorded, including reasons for selection or rejection.

4.5 Interviews:

* Questions include those related to safeguarding and child protection.
* A safer recruitment-trained member sits on the interview panel.
* Candidates are asked to provide explanations for any gaps in employment history.

4.6 References:

* Written references are sought and obtained prior to appointment.
* Referees are specifically asked about the candidate's suitability to work with children.

4.7 DBS Checks:

* An enhanced DBS check is required for all staff.
* The school checks the DBS status of supply staff and volunteers.
* The school keeps a record of all DBS certificates and renewal dates.

4.8 Medical Checks:

* New staff undergo a health check/survey to ensure they are fit to carry out their duties. Bearing in mind the need to put in place reasonable adjustments for individuals with disabilities or other special characteristics.
* Information regarding health is handled confidentially.

**Section 5: Induction and Probation**

5.1 Induction:

* New staff receive a comprehensive induction, including information on the school's safeguarding policies.
* Staff are made aware of their responsibilities in safeguarding pupils.

5.2 Probation Period:

* New staff undergo a probationary period during which their performance and conduct are closely monitored. In our provision this will be a 6 week period.
* Regular reviews are conducted, with an emphasis on safeguarding practices.

**Section 6: Ongoing Training and Development**

6.1 Safeguarding Training:

* All staff receive regular training on safeguarding and child protection.
* Training is updated at least annually to reflect changes in legislation and best practice.

6.2 Professional Development:

* Opportunities for professional development include safeguarding and safer recruitment updates.
* Staff are encouraged to stay informed about changes in legislation and best practice.

**Section 7: Reporting Concerns**

7.1 Whistleblowing:

* Adventure in Learning encourages a culture where staff feel confident to raise concerns about the behaviour of colleagues.
* There is a clear procedure for reporting concerns, including the availability of a whistleblowing helpline.

7.2 Allegations Against Staff:

* Any allegations against staff are taken seriously and investigated promptly.
* Support is provided to staff involved in allegations, ensuring their well-being during the process.

**Section 8: Review and Monitoring**

8.1 Policy Review:

* The Safer Recruitment Policy is reviewed annually or more frequently if there are changes in legislation or school procedures.

8.2 Audit and Monitoring:

* Regular audits of recruitment processes are conducted to ensure compliance.
* The DSL monitors the implementation of the Safer Recruitment Policy and provides feedback.

8.3 Feedback from Staff:

* Staff are encouraged to provide feedback on the effectiveness of the recruitment process.
* Any identified areas for improvement are addressed promptly.

**Conclusion**

Adventure in Learning is committed to maintaining the highest standards of safer recruitment to ensure the safety and well-being of all pupils. This policy is a living document that will be regularly reviewed and updated to reflect changes in legislation and best practice.