



## The Attic

### *Safer Recruitment Policy*

<b>Date of policy</b>	October 2020
<b>Date presented to Management Committee</b>	October 2020
<b>Date ratified by Management Committee</b>	October 2020
<b>Date for review</b>	October 2021
<b>Named Manager</b>	Andrew Aalders-Dunthorne

## **SAFER RECRUITMENT**

### **INTRODUCTION**

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Attic Pupil Referral Unit is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

### **AIMS AND OBJECTIVES**

The aims of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff and volunteers.

The aims of the School's recruitment policy are as follows:

1. To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2020 (KCSIE) Part 3. The Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)
2. to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
3. to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position; to ensure that all job applicants are considered equally and consistently;
4. to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### **RECRUITMENT AND SELECTION PROCESS**

As a Local Authority Maintained school. We follow the guidance provided by Suffolk County Council and Schools' Choice via the HR 'Recruitment and Selection' Toolkit.

1. At least one member of the interview panel will have a current certificate in Safer Recruitment.
2. We will check identity of candidates, follow up references and scrutinise applications for gaps in employment.
3. We will ensure that any alternative facility working with our Pupil Referral Unit will provide us with evidence that they have made appropriate levels of safeguarding checks on individuals.

4. The types of checks given will be in accordance with the guidance in KCSIE September 2020; these will include a full DBS Check, at least two references covering the last 5 years employment, Teacher probation checks, and details of qualifications.

#### **SINGLE CENTRAL RECORD**

The Attic will keep a Single Central Record in accordance with the regulations given in KCSIE September 2020.

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