



## THE CORBETS SCHOOL

# SAFER RECRUITMENT

The aims of Safer Recruitment are as follows:

- Staff are recruited on ability, skills and suitability for the post.
- Applicants are considered on an equal and consistent basis.
- There is no unfair treatment on grounds of colour, race, nationality, religion, sex, sexual orientation, marital status, age, disability.
- DBS.
- To ensure the welfare of children by carrying out pre-employment checks.

### Recruitment and Selection

- All applicants are required to fill in an application form. A CV will not be accepted in its place.
- Incomplete application forms will be returned to the applicant where the closing date has not yet passed.
- Shortlisted applicants will be invited to interview.
- Offers of employment are subject to proof of ID and address, an enhanced DBS disclosure, evidence of qualifications, satisfactory references and a medical questionnaire.
- The probationary period will be explained, but this may be extended if required.

### Pre-employment Checks

#### Identity and address verification

All successful applicants will be required to provide evidence of identity, address and qualifications. Photo ID must be obtained – either current passport or driving licence or the applicant should produce their full birth certificate and proof of their national insurance number i.e. NI Card or P45.

If the applicant claims to have changed their name at any time then they will be required to provide evidence of this.

#### References

Two references will always be taken up for each shortlisted candidate. One of these must be from the current or last employer. If this employer cannot comment on work with children then the second reference must be from someone who can.

Neither referee can be a family member or someone known to the applicant solely as a friend.

All referees must be asked whether or not the applicant is suitable for the job and if they have any reason to believe the applicant would not be suitable to work with children.

All referees must be sent a copy of the job description.

The current or last employer must be asked to provide the following information:

- The applicant's dates of employment, job title, salary.
- Details if the applicant has been subject to a disciplinary matter involving the welfare and safety of children (including those where sanctions have expired)
- Any knowledge of allegations or any concerns raised about safety of children or inappropriate behaviour.
- Attendance Record data

References are checked to the application form and discrepancies explored before appointment is confirmed. Open testimonials will not be accepted.

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