



# **DAYSPRING TRUST**

## **Safer Recruitment Policy**

Ratified by: Executive Headteacher

Date of review: September 2021

Date of next review: September 2022

The Dayspring Trust aims to serve its community by providing an education of the highest quality within the context of Christian faith and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We believe that our Christian values spring from the two great commandments, 'Love God and love your neighbour'. We seek to live this out through the power of the Holy Spirit. St Paul reminds us in Galatians 5.22-23 that the fruit of the Spirit is "Love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control". These are also underpinned by the Old Testament injunction to "Do justly, love mercy and walk humbly with our God" Micah 6.8. These values rooted in the Christian Faith come as a package and we aim to embed them in the life of our academies in a worked out way. We recognise that at times we may highlight particular values to bring them into greater prominence within our academies and these are currently the five values of Forgiveness, Hope, Joy, Perseverance and Wisdom. We believe these values to be in accordance with British values springing from our Judeo-Christian roots. Collective worship will play a major and vital part in assisting with this process of embedding these values in the life of our academies.

The Multi Academy Trust Members and Directors are aware of their responsibilities in law and are committed to the provision of an excellent education within its academies in accordance with our Anglican foundation. This is embraced in our Dayspring Trust vision statement:

- **Forge a supportive and challenging family of academies**
- **Provide excellent education within a strong Christian community**
- **Resource our pupils for wise and generous living**

In addition, each academy also has its own distinctive mission statement, flowing out from the vision statement of the Dayspring Trust.

**At Ian Ramsey CE Academy:**

"Together to learn, to grow, to serve."

This is embodied in scripture:

*'Each of you should use whatever gifts you have received to serve others, as faithful stewards of God's grace in various forms.'* 1. Peter 4.10

**At Venerable Bede CE Academy:**

"Soar to the heights together"

This is embodied in scripture:

*'But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.'* Isaiah 40:31

This policy has been developed to take into consideration our ethos as well as local and national policy and guidance.

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## **Introduction**

In recruiting and selecting staff, The Dayspring Trust aims to create a culture of vigilant safer recruitment within each academy in the Trust.

We have adopted recruitment and selection procedures inclusive of statutory checks/evidence which help deter, reject or identify people who may pose a risk or be unsuitable to work with children.

We ensure that at least one person on any appointment panel has undertaken safer recruitment training.

## **Job Descriptions and Person Specifications**

The roles and responsibilities in all job descriptions and person specifications are transparent.

Safeguarding is a statutory responsibility for the whole workforce and therefore is evident in all job descriptions.

All job descriptions/person specifications contain essential requirements which can be measured.

## **Adverts**

Job adverts are explicit in including the role of safeguarding and demonstrate:

- the Trust's commitment to safeguarding and promoting the welfare of children in our care
- the post holder's responsibility to safeguarding

Following interview, we clearly outline the successful applicant's pre-employment check requirements due to the role and responsibility in each the academy i.e. in the case of regulated activity.

## **Policy Statement on the recruitment of ex-offenders**

Due to the Protection of Freedoms Act 2012, the Trust has an accessible policy statement on the recruitment of ex-offenders which is available to all disclosure applicants from the outset of the recruitment process.

This considers:

- Sharing as an organisation that the trust utilises the DBS services to access suitability of applicants for posts which are included in the Rehabilitation of Offenders Act 1974 (exception order)1975.
- Follow the DBS service codes of practice and undertake to treat all applicants for positions fairly.
- Commitments to the fair treatment of the workforce and potential staff and work within the Equality Act in this regard.
- DBS checks will form part of the recruitment process and encourage self- disclosure at the earliest opportunity in the application process.

- Those involved in recruitment have been suitably trained to access the relevance and circumstances of any offences in an open and measured way, seeking support from their HR provider if required in support of any decisions about appointments.

## **Application Packs**

The importance of safeguarding and promoting the welfare of children is paramount to the Trust and is evident, promoted and embedded across all process in recruitment in order to deter unsuitable candidates.

Our application packs include:

- Application form –standardised template inclusive of all self –declaration elements for the role if it involves contact with children/vulnerable adults and are exempt from the rehabilitation of offenders Act 1974. Also demonstrated is how any confidential disclosures will be handled (in marked envelope or sent separately.)
- Advice to candidates that CVs are not accepted, as application form completion is mandatory or best practice.
- Job description Person specifications- highlighting essential requirements.
- Recruitment of ex -offender policy statement if post requires this.

## **References**

These are requested prior to the interview for all shortlisted candidates so that any anomalies can be explored further with the referee or/and candidate at the interview.

A standardised reference request form is used.

Two references are requested – one from the last employer and one from the last position a candidate has worked in (particularly if they have previously worked with children.)

References are scrutinised by the interview panel – to see any discrepancies and clarify with referee or candidate.

References requested will ask specific questions about the suitability of the applicant to work with children.

## **Interview**

Interview panels include at least one member who has received safer recruitment training and has the authority to appoint.

Interviews may take the form of many components:

- informal discussion
- pupil voice discussion
- written task

- teaching task

These are always followed by a formal face to face interview and include the same individuals who have been part of the whole recruitment and selection process.

The interview process allows time for all information to be scrutinised. Any additional questions posed to verify those gaps or discrepancies are recorded.

Questions may be asked for all candidates to explore candidates' views and expectations in relation to working with children (motives /attitudes.)

The interview brings all the processes together to enable the panel to make an informed choice on who is the best candidate for the role.

### **Pre-employment checks and Single Central Record**

The offer of employment made by the panel is always **conditional** on satisfactory pre- employment checks which include the following where relevant:

- \* Verification identity
- \* Qualifications- inclusive of prohibitive order check –employer access online
- \* References
- \* Establish right to work in the UK
- \* Medical clearances –fit to work
- \* Individuals who have worked outside UK additional checks
- \* Section 128 check - to ensure that candidates taking up a management position are not subject to prohibition

Disclosure and Barring Service checks – verification of original DBS certificate, copies are not required but if a school/academy chooses to retain a copy it should not be for more than 6 months Permission from candidate sought –see DBS code of practice and Data Protection Act. A Barred list check should be completed relevant to job role.

Disqualification by association

\*\* should be completed on the day of interview as candidates are requested to bring documentation to interview for verification. Additional verification will be carried out for the successful candidate – copying of qualifications and ID verification for example.

### **Existing Staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff.

## **Trustees**

All Directors and local academy council members will have an enhanced DBS check.

The ESFA will undertake suitability checks on any newly appointed Chair of the Board as set out in the Keeping Children Safe in Education 2020.

## **Volunteers**

Safer recruitment and selection processes apply to the whole workforce paid or unpaid within the Trust.

All volunteers are subject to the appropriate level of check for the role they are undertaking within the academy. New supervised volunteers should obtain a DBS enhanced check with no check with barred list. For existing supervised volunteers there is no requirement to obtain an enhanced check but one may be requested as considered necessary. A barred list check cannot be obtained.

Under no circumstance will a volunteer in respect of whom no checks have been carried out be allowed to work unsupervised or engage in regulatory activity.

## **Contractors**

All contractors are subject to the appropriate level of check for the role they are undertaking at any of the academies within the Trust.

Under no circumstance is a contractor in respect of whom no checks have been carried be allowed to work unsupervised or engage in regulatory activity.

## **Agency and Third -party staff**

Written notifications must be received and verified of the checks which the organisation who employs the individual have carried out.

All agency staff will have their identity verified upon arrival to take up position.

## **Trainee/students**

Written notification of the checks carried out by the initial teacher training provider must be received and verified.

Initial teacher training salaried by the academy are classed as being part of our workforce and all safer recruitment and selection practices apply.

## **Workforce induction**

A Statutory induction must be completed, recorded and verified for all Teachers working in England who obtained QTS after May 7<sup>th</sup> 1999. This must be underpinned by the requirements of the Early Career Framework.

### **Induction Policy and Practice Guidance**

All new starters receive an induction into the Christian ethos, systems, protocols and procedures within the academy which support safeguarding- this includes the CP Policy, code of conduct, role of the DSL, confidential reporting (whistleblowing). This ensures that the academy has a culture of vigilance through all policies and procedures being consistently applied across the workforce.

All staff receive appropriate safeguarding training which is regularly updated including basic safeguarding information of their first day in post.

Time scales for the completion of induction is clearly stated and adhered to.