

# **Grace Dieu Manor School**

## **POLICY ON THE SAFER RECRUITMENT OF STAFF**

(This Policy takes due note of the latest DCSF Guidance: “Safeguarding Children and Safer Recruitment in Education”, copies of which are held in the Staff Room and the School Reception)

If a vacancy or a new post becomes available at Grace Dieu, then the following procedure should be followed:

1. The Senior Management Team (Headmaster, Deputy Headteachers, Bursar, Head of Pre-Prep (when relevant) and perhaps the Senior Teacher) will meet to discuss the recruitment (including job description, advertising, application deadlines, interview dates and procedures and appointment) and discuss the Interview Panel. Where appropriate, the relevant Curriculum Head may also be consulted and/or co-opted onto the Interview Panel.
2. The Headmaster has overall responsibility for all appointments and completed the course of “Safer Recruitment Training” on 20/9/2011. He has the final say on all appointments, except those specifically identified by the Governing Body. He may delegate responsibility for finding the right candidate to the Bursar (Admin, Catering, Domestic Staff etc.).
3. The Post will be advertised internally and may be advertised in the local or the national press and/or the local Job Centre and/or with a recognised Recruitment Agency. The advert will contain reference to Safeguarding measures.
4. Applicants will be asked to fill in a Standard Application Form, along with any other specific application requests, as detailed in the Advert and/or the Details of the Post.
5. A short list of candidates will be drawn up for interview.
6. The Candidates will have at least one formal interview with all or part of the Interview Panel (at which questions regarding Child Protection and Safeguarding will be asked) and will also be shown around the School as appropriate, when they may have the opportunity to meet other Staff.
7. Candidates may be asked to return to the School for a further interview, if necessary.
8. The Interview Panel may seek written or verbal references for the candidates (from at least 2 referees, one of which should be the candidate’s current employer, where appropriate) before or after the interview. Any written reference will be cross-checked verbally.
9. The Interview Panel will discuss the candidates with a view to deciding on the best candidate to fill the Post. The Headmaster will have the casting vote if required.
10. The Headmaster (or someone delegated by him) will telephone the successful candidate to offer them the job. The successful candidate will then receive an offer in writing setting out, in brief, the details of the Post and the start date for employment. Where a post is offered before references can be taken up, the appointment is made,

subject to satisfactory references being received ultimately, and before the person begins work at Grace Dieu.

11. All new appointments will be subject to appropriate checks: CRB (at Enhanced Level) including Identity, Address, Date of Birth, Criminal Records), a Full Employment History, Medical Fitness, Right to work in the UK, at least 2 references (written and verified verbally, one with current or most recent employer, where appropriate) and Qualifications (where appropriate). There are circumstances when a new Employee may start working at the School before their CRB Check has come through, provided all other vetting checks are carried out, including checks with List 99 or the Independent Safeguarding Authority. The Headmaster will undertake a Risk Assessment of the situation and set the levels of supervision required until the CRB is received.
12. Following the satisfactory completion of the Employee Checklist, the successful candidate will be issued with Standard Terms and Conditions of Employment and/or a Standard Contract.
13. Details of each appointment are put into the School's Central Register of Appointments, which is kept by the Headmaster.
15. Any external organisations used by the School or using the School, will be required to supply two References and be CRB checked by the school at Enhanced Level. If a CRB cannot be obtained before the coach/instructor begins at Grace Dieu, then, as long as a recent CRB form is available (portability) and supervisory measures can be put in place, then the Headmaster may carry out a risk assessment and allow that person to begin work on site.

**Charles Foulds**  
**Headmaster**  
**Grace Dieu Manor School**  
**Revised September 2011**