## Safer Recruitment Policy

1. **Introduction**
   1. This policy has been developed to embed safer recruitment practices and procedures throughout Ad Astra and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.
   2. This policy reinforces the expected conduct outlined in the Code of Conduct for

Staff as well as in Ad Astra’s Whistle Blowing Policy with which all staff are

familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

* 1. This policy is an essential element in creating and maintaining a safe and

supportive environment for all young people and staff, and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

* Attracting the best possible candidates/volunteers to vacancies
* Deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
* Identifying and rejecting those candidates/volunteers who are unsuitable to work

with children and young people

* 1. Ad Astrais committed to using procedures that deal effectively with those adults who;
* Fail to comply with Ad Astra’s safeguarding and child protection procedures and practices.
* Behave in a way that has harmed a child, or may have harmed a child.
* Possibly committed a criminal offence against or related to a child.
* Behaved towards a child or children in a way that indicates he or she would pose a

risk of harm if they work regularly or closely with children

* 1. As an employer we are under a duty to refer to the Disclosure and Barring Service

(DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

**2. Roles and Responsibilities**

The Managing Director of Ad Astra will:

* Ensure effective policies and procedures are in place for the safe and fair

recruitment and selection of staff and volunteers in accordance with Department for

Education Guidance and Legal Requirements..

* Ensure that the policies in place are being adhered to and are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance.
* Ensure that all appropriate checks have been carried out on staff and volunteers.
* Monitor any contractors and agencies in compliance with this document.
* Promote the safety and well-being of children and young people at every stage of this process.

**3. Inviting Applications**

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the

following statement;

“Ad Astrais committed to promoting the safeguarding and welfare of children and young people. Successful candidates will be subject to our rigorous and robust safer recruitment checks which will include an enhanced DBS check.”

3.2 Prospective applicants must declare an up to date Curriculum Vitae, detailing all previous employment, including dates and roles. They must also include all valid qualifications that may be relevant to the position they are applying for.

**4. Shortlisting and References**

4.1 Candidates will be short listed against the person specification for the post.

4.2 Two references, one of which must be from the applicant’s current/most recent

employer where possible, will be taken up upon offer, subject to satisfactory references, so that any discrepancies may be probed (note references should come from the head of the previous organisation, not a colleague). Family members may not be provided as a referee.

4.3 References will be sought directly from the referee, and where necessary, will be

contacted to clarify any anomalies or discrepancies. Detailed written records will

be kept of such exchanges.

4.4 Where necessary, previous employers who have not been named as referees may

be contacted in order to clarify any such anomalies or discrepancies. Detailed

written records will be kept of such exchanges.

4.5 Referees will be asked specific questions about the following:

* The candidate’s suitability to work with children and young people
* Any disciplinary warnings, including time-expired warnings, relating to the

Safeguarding of children and young people (where the candidate has previously worked with children and young people)

4.6 Reference requests will include the following:

* Attendance record
* Disciplinary record

4.7 All appointments are subject to satisfactory references, vetting procedures and

DBS clearance.

**5. Invitation to Invitation**

5.1 Candidates called to interview will receive:

* Written confirmation of the interview and any other selection techniques
* Details of the interview day including the location, time and name of the interviewer
* Further copy of the person specification
* Details of any tasks to be undertaken as part of the interview process
* The opportunity to discuss the process prior to the interview

**6. The Selection Process**

6.1 Selection techniques will be determined by the nature and duties of the post

but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

6.3 Candidates will be required to:

* Explain any gaps in employment
* Explain satisfactorily any anomalies or discrepancies in the information available to the panel
* Declare any information that is likely to appear on the DBS disclosure
* Demonstrate their ability to safeguard and protect the welfare of children and young people.

**7. Employment Checks**

7.1 An offer of appointment will be conditional and all successful candidates will be

required to:

* Provide proof of identity
* Complete an enhanced DBS application and receive satisfactory clearance
* Provide proof of professional status
* Provide actual certificates of qualifications

7.2 All checks will be:

* Confirmed in writing
* Documented and retained on the personnel file
* Followed up if they are unsatisfactory or if there are any discrepancies in the

information received.

7.3 Employment will commence subject to all checks and procedures being

satisfactorily completed.

8. **Induction**

8.1 All staff and volunteers who are new to Ad Astra will receive information on Ad Astra’s safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members’ induction training.

8.2 All successful candidates will undergo a period of induction and will:

* Meet regularly with their line manager
* Attend appropriate training including generalised child protection training

**9. This policy will be reviewed every 12 months.**

**Signed: S Shaw, Managing Director Ad Astra**

**Dated: 5thth March 2020**