



Dixons Allerton Academy

Policy Documentation

Policy: Safer Recruitment

OUR VISION

To ensure that the academy takes all suitable and appropriate measures to ensure the safety and well-being of students

Introduction

The Children Act 2004 through the Stay Safe outcome of the Every Child Matters Agenda places a duty on organisations to safeguard and promote the wellbeing of children and young people. This includes the need to ensure that all adults who work with or on behalf of children and young people in these organisations are competent, confident and safe to do so.

All employees or volunteers working at Dixons Allerton Academy must have an ENHANCED CRIMINAL RECORDS BUREAU Disclosure prior to commencing work. This CRB must have been obtained for Dixons Allerton Academy by Dixons Allerton Academy. A CRB disclosure made for another Academy or institution will not be valid.

1. Criminal Records Bureau (CRB)

- 1.1 The Criminal Records Bureau (CRB), an Executive Agency of the Home Office, provides wider access to criminal record information through its [Disclosure service](#). This service enables organisations in the public, private and voluntary sectors to make safer recruitment decisions by identifying candidates who may be unsuitable for certain work, especially that involve children or vulnerable adults. The CRB was established under Part V of the Police Act 1997 and was launched in March 2002.
- 1.2 Prior to 2002, access to police checks was mainly confined to organisations in the statutory sector for staff who had 'substantial unsupervised access' to children. There were many other organisations that could not access these checks and yet had staff with similar access to vulnerable groups. The CRB enables many more organisations to access these checks as part of good recruitment practice.
- 1.3 There are two levels of CRB check currently available; called Standard and Enhanced Disclosures.

Standard Disclosure

This is primarily available to anyone involved in working with children or vulnerable adults, as well as certain other occupations and entry into professions as specified in the Exceptions Order to the Rehabilitation of Offenders Act (ROA) 1974. Standard Disclosures show current and spent convictions, cautions, reprimands and warnings held on the Police National Computer. If the post involves working with children or vulnerable adults, the following may also be searched:

- Protection of Children Act (POCA) List
- Protection of Vulnerable Adults (POVA) List
- Information that is held under Section 142 of the Education Act 2002 (formerly known as List 99)

Enhanced Disclosure

This is the highest level of check available to anyone involved in regularly caring for, training, supervising or being in sole charge of children or vulnerable adults. It is also available in certain licensing purposes and judicial appointments. Enhanced Disclosures contain the same information as the

Standard Disclosure but with the addition of any relevant and proportionate information held by the local police forces.

The CRB recognises that the Standard and Enhanced Disclosure information can be extremely sensitive and personal, therefore it has published a Code of Practice and employers' guidance for recipients of Disclosures to ensure they are handled fairly and used properly.

A copy of the Standard or Enhanced Disclosure will be sent out to the applicant as well as the Registered Body.

2. Recruitment Procedures

2.1 Defining the Role

- A job description and person specification will be produced for each role which include skills, abilities, experience, behaviours and motivation towards children and young people
- All adverts will include a statement about the Academy's commitment to safeguarding and the need for the successful candidate to undertake an enhanced CRB check.

2.2 Panel

- For all posts a recruitment panel must be formed.
- The panel must declare any interests and sign a recruitment declaration form
- The panel must consist of at least two members, one of which will be the line manager of the area that the post resides in and one of which must be safer recruitment trained and assessed.
 - For all teaching posts, one member of the recruitment panel must be the Principal or Deputy Principal
 - For support posts that are Level 4 or over, one member of the recruitment panel must be a Principal or Deputy Principal
 - For support posts up to and including Level 3, one member of the panel should be the Principal's P.A.

2.3 Shortlisting

- All applications forms must be signed by the candidate as a true record
- Application forms must be scrutinised by the full panel and candidates must have their application "scored" on a skills / competency matrix using the job description and person specification documents
- Should someone not be shortlisted for interview, reasons should be recorded in order to give the unsuccessful candidates feedback
- Candidates invited to interview must be sent a Criminal Background Self Disclosure form to complete and show the panel at interview.

2.4 References

- Two references must be obtained for each candidate, one must be from the previous employer.
- A reference proforma sent by the Academy must be completed by referees. Verbal references are not valid.
- References are taken up at as early stage as possible in the process.
- Inconsistencies or concerns must be followed up with the relevant referee.

2.5 Interview

- Questions must be pre-prepared and explore motives and attitudes to working with children as well as skills and experience. Specific questioning about child protection knowledge should be included.
- Other selection tools in addition to the interview should be used – e.g. observations, student involvement, written tasks and presentations.
- A record of the interview must be taken and decisions clearly documented.
- The panel must inform all candidates that the successful candidate will be appointed subject to the receipt of a satisfactory references and an enhanced CRB disclosure and that should the CRB not be satisfactory the offer of employment may be withdrawn.
- The panel will review the candidates self disclosure form. Any issues that raise concern must be referred to the Principal before any appointment can be made.
- The panel must not agree a start date or inform the candidate of their decision at the interview.

2.6 Decision

- The decision as to the appointment ultimately lies with the Principal – the panel being delageted responsibility for each appointment
- When a decision is made, the Principal's PA will instigate all necessary documentation and liaise with the recruitment firm if used.

2.7 Induction

- All new staff once appointed will be given a thorough induction setting out the boundaries and expectations of their roles and responsibilities for safeguarding and protecting young children.

The Academy is committed to ensuring a safer working culture in all its activities, not just recruitment. All staff and volunteers are provided with information and training in order to ensure the safeguarding of children and young people.