

IRIS School Safer Recruitment Policy

Effective Date: October 2024

Review Date: October 2025

Introduction

The purpose of this Safer Recruitment Policy is to ensure that the recruitment and selection processes for staff and volunteers at IRIS School prioritize the safety and welfare of children and young people. This policy outlines the necessary steps to safely recruit individuals who are competent, trustworthy, and aligned with our commitment to safeguarding.

Policy Statement

IRIS School believes that safeguarding and promoting the welfare of children and young people is everyone's responsibility. Our recruitment practices reflect our commitment to creating a safe environment to prevent unsuitable individuals from working with children.

Legislative Framework

This policy is informed by:

- DfE “Keeping Children Safe in Education (2 September 2024);
- DfE Working together to safeguard children 2023; (Updated Feb.2024)
- Disclosure and Barring Service (DBS) regulations
- Recruitment and Employment Codes of Practice
- ‘What to Do If You Think A Child Is Being Abused (March 2015)
- Safeguarding Children and Child Protection Policy

Objectives

- To attract and select individuals who demonstrate a commitment to safeguarding.
- To ensure all staff and volunteers undergo rigorous vetting.
- To establish transparent, fair, and non-discriminatory procedures.
- To provide ongoing training related to safeguarding and recruitment practices.

Scope

This policy applies to all roles at IRIS School, including:

- Permanent and temporary staff
- Volunteers
- Contractors
- Supply staff

Recruitment Procedures

Job Descriptions and Person Specifications

- **Creation:** Job descriptions must clearly outline the role, responsibilities, and required qualifications, including specific references to safeguarding responsibilities.
- **Review:** Regular reviews of job descriptions will ensure they remain aligned with safeguarding policies.

Application Process

- All candidates must complete an application form, which will require:
 - Personal information
 - Employment history (including gaps and reasons)
 - Relevant qualifications
 - Personal statement regarding commitment to safeguarding
- Applicants may be asked to provide additional information or documentation to clarify their application.

Shortlisting

- A selection panel, ideally comprising individuals with safer recruitment training, will assess applications against the predefined criteria.
- Decisions will be based on objective criteria to prevent any bias.

Interviews

- Conduct interviews in a structured manner with standardized questions and scoring systems.
- Ask about safeguarding experience and scenarios to assess candidates' understanding and application of safeguarding policies.
- Include questions to explore any gaps in employment history and the reasons for leaving previous roles.

References

- Collect at least two references, including one from the candidate's most recent employer. These references must be:
 - Written and verified to ensure authenticity.
 - Requested specifically concerning children's welfare and the applicant's suitability to work within an educational setting.
- Seek clarification on any issues raised in the references before making a decision.

Background Checks

- Enhanced DBS checks must be conducted for all successful candidates before they commence employment or begin volunteering.
- Checks will also include:
 - Verification of professional qualifications and registration.

- Checks against the Children’s Barred List.
 - Additional checks for international candidates, where applicable.
- Follow-up of all necessary steps to address any risks identified via checks.

Training and Induction

Induction Program

- Newly appointed staff will undergo a comprehensive induction program that includes:
 - Overview of IRIS School's safeguarding policies and procedures.
 - Training on recognizing and responding to safeguarding concerns.

7.2 Ongoing Training

- Routine and refresher training will be made available to all staff covering:
 - Updates on legislation and best practices.
 - Case studies and discussions on safeguarding issues.
- Mandatory training records will be maintained and monitored.

Code of Conduct

- All staff will sign a Code of Conduct that reflects the institution's values and commitment to safeguarding.
- Staff will be informed of the consequences of failing to adhere to this code, including disciplinary actions.

Monitoring and Review

- The Headteacher will be responsible for the implementation of this policy and will ensure it is regularly reviewed and updated according to changes in legislation or guidance.
- An annual report on the effectiveness of recruitment processes will be prepared for the governing board.

Responsibilities

- The Governing Body is responsible for:
 - Ensuring policies are effective and adhered to.
 - Reviewing the Safer Recruitment Policy annually.
- The Designated Safeguarding Lead (DSL) is responsible for:
 - Overseeing safeguarding practices across the school.
 - Ensuring staff receive appropriate training.
- All staff and volunteers are responsible for:
 - Upholding the principles of safeguarding in their day-to-day responsibilities.
 - Reporting any concerns or disclosures promptly according to policy guidelines.

Complaints and Concerns

- Any concerns regarding recruitment processes or practices should be reported to the designated safeguarding lead.
- A procedure for handling complaints will be in place to address issues transparently.

This Safer Recruitment Policy serves as a protective measure for children and young people while promoting a culture of safety, transparency, and accountability within the recruitment process.