



CLAYESMORE

Safer Recruitment – Information for Candidates

Introduction

Clayesmore has a Recruitment and Selection Policy that has been produced in line with the Department for Education guidance 'Keeping Children Safe in Education' with the aim of deterring, identifying and rejecting individuals who are unsuited to work with, or to be in close proximity to, children. The policy covers everyone working at Clayesmore, including staff, governors, contractors and volunteers.

The following information is intended to inform applicants for positions at Clayesmore of the key points of the policy and the procedures in place.

Principles

The following principles apply:

- All applicants will receive fair and equal treatment and consideration
- Interviewees will be selected on their relevant knowledge, experience and skills
- Selection and interview panels will have at least two members, one of whom will have received Safer Recruitment training
- Reasonable adjustments to the recruitment process will be made for candidates who inform us they have a disability
- Clayesmore is committed to providing equality of opportunity for all to ensure that applicants are not discriminated against.

References

The purpose of obtaining references is to obtain objective and factual information to support employment decisions. References will be sought on all shortlisted candidates, including internal ones, before the interview whenever possible. If references have not been obtained prior to interview, the candidate will be asked at interview if there is anything to be discussed in the light of questions that will have been put to a referee.

Scope of the Interview

In addition to evaluating the candidate's suitability, the interview panel will also explore:

- The candidate's attitude towards children and young people
- The candidate's ability to support Clayesmore's agenda for Safeguarding and promoting the welfare of children
- Gaps in the candidate's employment history

- Concerns arising from information provided by the candidate and/or the referee
- Anything the candidate may wish to declare that may appear on a DBS check.

Conditional Offer of Employment

All offers of appointment are conditional upon:

- The receipt, and verification of, two satisfactory references
- Verification of the candidate's identity
- Verification of eligibility to work in the UK
- Verification of the candidate's medical fitness
- Verification of qualifications
- Verification of professional status where required, e.g. QTS
- Satisfactory Barred List and DBS Enhanced Disclosure checks
- Satisfactory completion of the probationary period.

Pre-Employment Checks

All checks will be:

- Confirmed in writing in the formal Offer Letter
- Documented on the Personnel File (subject to General Data Protection Regulation and DBS regulations)
- Followed up where they are unsatisfactory or any discrepancies are found.

In cases where the candidate is found to have provided false information, or there are serious concerns about the applicant's suitability to work with children, the matter will be reported to the police and the Dorset County Council Children's Safeguarding Unit.

Since November 2020, changes have been made to the DBS filtering regime meaning that potential candidates, may or may not, be required to disclose certain previous caution, reprimands, final warnings, or convictions when applying for roles. As an employer it is our duty to signpost where you can obtain assistance in deciding what needs to be disclosed to us. If you would like further information, please contact the Nacro helpline on 0300 123 1999 or email helpline@nacro.org.uk. Alternatively, click on this link [for a flowchart provided by Nacro](#).

Post Appointment Induction

All new governors, staff, volunteers and contractors will be required to participate in a Safeguarding Induction.

Jo Thomson
Head

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