



Safer Recruitment Policy

Academic year: 2018-19

Derby Grammar School is committed to safeguarding and promoting the welfare of all children and young people in its care. As an employer, the school expects all staff and volunteers to share this commitment. The school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Recruitment Policy.

Derby Grammar School must attract and retain staff of the highest calibre and the purpose of this policy is to provide a safe and sound recruitment framework in ensuring that the School recruits the best applicant for all jobs advertised, and in accordance with law.

Recruitment Process

When a position becomes vacant a recruitment selection process will be undertaken. The process will be led by the Head for academic staff and the Bursar for ancillary or support staff. It is expected that they will be assisted by other senior staff during the process.

Application Form

The application form plays an important part of the school's selection process and all applicants should complete it as fully and effectively as possible. CV's alone are not acceptable and application forms must be fully completed to ensure that the recruitment selection panel receives consistent and equal information from all applicants.

Job Description

The job description lists the main responsibilities and duties of the position which the successful applicant will undertake and describes the skills, experience and qualifications the school is looking for.

Short listing

All application forms received will be carefully read and considered independently by the Head or Bursar. Other senior staff, including the Deputy Head, Senior Master and where appropriate a Head of Department will be involved in short listing.

Interview

The Head will co-ordinate all teaching interviews and will liaise directly with the Deputy Head, Head of Department and applicants short-listed. The Bursar will co-ordinate all support staff interviews with the Head or other senior staff involved and the short listed applicants.

Equal Opportunities

Derby Grammar School promotes employment practice designed to eliminate discrimination. Therefore, we aim:

- To ensure that no job applicant receives less favourable treatment on the grounds of sex, race, colour, religion, disability, ethnic or national origins, sexual orientation or social class.
- All job applicants will be treated equally and fairly in the recruitment process as stated in this policy. The successful applicant will be recruited and trained on the basis of ability, experience and skill to undertake the job successfully as defined within the job description and person specification.

Vetting checks

Two references must be provided. These will be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support the appointment decision. Any discrepancies or anomalies will be followed up. Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. The School undertakes to investigate any gaps in employment. All successful applicants must certify and agree that they understand the implications and details of the Keeping Children Safe in Education and Working Together to Safeguard Children.

All successful applicants must bring to their interview proof of identity. Acceptable proofs of identity may include birth certificate, driving licence or passport combined with evidence of proof of address. Applicants who are unable to bring these to interview must do so before taking up appointment.

An enhanced DBS disclosure is required for all new appointments to the school. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred.

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. Applicants will be asked to provide these when attending interview. Applicants who are unable to bring these to interview must do so before taking up appointment.

All new appointments where persons have lived outside the UK are subject to additional checks to verify their legitimacy and right to work in the UK. Wherever possible, Derby Grammar School will seek verification of their service overseas.

Best Practice in Safer Recruitment

In addition to the above, and as part of a broader approach to best practice and safer recruitment, the school will ensure the following procedures are followed:

- Ordinarily job vacancies will be advertised externally to ensure the School attracts the best possible applicants.
- All advertisements will make clear the School's commitment to safeguarding and promoting the welfare of children.
- All successful applicants must have an enhanced DBS Disclosure/S128 check carried out before taking up appointment.
- The School will ensure that all applicants appointed from overseas will have the necessary immigration status to enter and work in the UK before commencing employment.
- The interviewing panel will always have one member who has successfully undertaken safer recruitment training.