



Safer Recruitment Policy

INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

STATUTORY REQUIREMENTS

Current statutory requirements relating to the appointment of staff will be adhered to.

IDENTIFICATION OF RECRUITERS

Subject to the availability of training, TRACKS will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

INVITING APPLICATIONS

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“TRACKS autism is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- an application form.

This information will be made available on the school’s website and, or on the Young in Herts / Teach in Herts website at time of advertisement.

All prospective applicants must complete, in full, an application form.



SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the job description requirements for the post.

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability to work with children.
- Any safeguarding concerns that may have arisen.

Employees of TRACKS autism are entitled to see and receive, if requested, copies of their employment references.

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.



EMPLOYMENT CHECKS

All successful applicants are required:

- to provide photographic proof of identity and place of residence.
- to complete a DBS disclosure application and receive satisfactory clearance before working alone with children.
- to provide actual certificates of qualifications (if relevant).
- to provide proof of eligibility to live and work in the UK, if appropriate.

INDUCTION

All staff new to TRACKS will receive induction training that will include an introduction to the TRACKS Approach – ethos and values, safeguarding policy and guidance on safe working practices.

Regular meetings/supervisions will be held between the new employee(s) and the Principal / Mentor(s) / Senior Professional as per the TRACKS Induction structure.

This policy was adopted by TRACKS autism *(name of provider)*

On January 2021 *(date)*

Date to be reviewed As required *(date)*

Signed on behalf of the provider Tracks Autism

Name of signatory Mervyn Terrett

Role of signatory (e.g. chair, director or owner) Chairman