



Safer Recruitment Statement

1. Introduction

This statement sets out the minimum requirements of the recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults.

At least one interview panel member must have completed Safer Recruitment Training.

All managers are advised that the wider recruitment policy and procedure must be looked at prior to commencing a recruitment campaign. This statement looks solely at safer recruitment.

2. Inviting Applications

2.1 All recruitment advertisements will include the statement

'The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.'

2.2 Prospective applicants will be supplied, as a minimum, with the following on the website www.stowevalley.mat.com

- Job description
- Stowe Valley Multi Academy Trust Recruitment Statement
- Application Form
- Criminal Convictions Self-Disclosure Form

2.3 All prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history.

3. Short Listing and References

3.1 Short-listing of candidates will be against the Job Description and Person Specification (if there is one) for the post.

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

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

3.4 All referees will be contacted by telephone in order to clarify any anomalies or discrepancies and to verify the identity of the referee. A detailed written note will be kept of such exchanges.

3.5 Referees will always be asked specific questions regarding:

- The candidate's suitability for working with children, young people, and vulnerable adults;
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children, young people, and vulnerable adults;
- The candidate's suitability for this post.

3.6 All candidates will be required to complete a short-listed disclosure form before interview. We comply with the Disclosure & Barring Service (DBS) code of practice. Shortlisted candidates are required to declare any relevant convictions, adult cautions or other matters which may affect their suitability to work with children. As a result of amendments to the Rehabilitation of Offenders Act 1974 (exceptions order 1975) in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account.

3.7 Schools are now required, as part of their shortlisting process to carry out an online search as part their due diligence. If shortlisted for the role an appropriate online search will be undertaken on the candidates name(s). Any information given will be treated as confidential and will only be used in relation to the post which has been applied for.

4. The Selection Process

4.1 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.

4.2 Interviews will always be face-to-face.

4.3 Candidates will always be required to:

- Explain satisfactorily any gaps in employment;
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel;

- Declare any non-protected cautions or convictions.
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults.

4.4 Stowe Valley Multi Academy Trust will always:

- Confirm the outcome of the interview to the applicant within one week
- Give detailed feedback on the interview if requested by the applicant

5. Employment Checks

5.1 All successful applicants are required to, but not limited to:

- Provide proof of identity
- Complete a DBS application and receive enhanced clearance
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide a copy of a birth certificate
- Provide proof of eligibility to live and work in the UK

6. Induction and Probation

6.1 All staff who are new to Stowe Valley Multi Academy Trust will receive an Induction that includes the Trust's Safeguarding policies and guidance on safe working practices.

6.2 All new staff (except ECT's) will be subject to a 6-month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by the Trust are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered.

7. DBS filtering

The amendments to the Rehabilitation of Offenders Act 1974 [exceptions] Order 1975 [2013 and 2020] provides that when applying for certain jobs and activities certain convictions and cautions are considered "protected." This means that they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice Website and on the websites of charities NACRO and UNLOCK.