SAFER RECRUITMENT POLICY STATEMENT

Everyone within Castle Phoenix Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

We believe that safer recruitment practices help us to ensure our workforce is safe and suitable to work with children.

Our Safer Recruitment Practice includes these elements:

Preparation
We will always consider the vacancy that has arisen within the context of safeguarding children within the requirements of the role.

We will always consider carefully the knowledge, skills and experience required to safeguard children and include these within a person specification.

Advertising
We will endeavor to advertise our vacancies in a manner that is likely to attract a wide range of applicants.

The advertisement will always include a statement about our commitment to safeguarding children and our expectation that all applications will share that commitment.

The advertisement will state that the post is subject to an enhanced Disclosure and Barring Service check.

Candidates will usually be encouraged to visit the school for a supervised tour prior to interview.

Applications
We will ensure that our application form enables us to gather information about the candidates' suitability to work.

We will scrutinise all completed application forms, which may include online searches of candidates.

We will not accept CVs.

References
We will seek references directly from the referee using the school's pro forma request forms.

We will ask for the names of at least two references.

We will normally take up references prior to interview and ask specific questions about the candidate's previous employment or experience of working with children.

We will follow up any vague or ambiguous statements.

Interviews
We will always conduct a face to face interview even where there is only one candidate.

Candidates may be asked to complete a number of assessment tasks.

Our interview panel will always contain at least one member trained in safer recruitment practice.

Our interview questions will seek to ensure we understand the candidate's values and beliefs that relate to children.

All candidates will be asked to bring original documents which confirm their identity, qualifications and right to work.

Appointments
Our offer of appointment will be conditional on all requested checks having being returned as satisfactory.

We will refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

Continuing Professional Development
We will ensure that all staff receive regular training in Child Protection.

Allegations
We will always follow our locally agreed procedures for the management of allegations against staff.

Dismissal
We will always refer to the Disclosure and Barring Service any member of staff who is dismissed because of proven misconduct relating to a child.

People Team
September 2024