



Safer Recruitment Policy

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Policy Statement

Safer recruitment means taking steps to ensure only individuals who are suitable for working with young people, whilst keeping them safe from harm and risks, are appointed. The following process will be adopted and applied consistently when appointing a staff member, casual worker or volunteer.

This policy should be read in conjunction with Dulwich College's Safeguarding Policy.

Advertising

When any form of advertising is used to recruit staff or volunteers, the following information will be reflected:

- The vision, mission and values of Dulwich College.
- A detailed role description including the experience/skills, qualifications and standards required in the successful candidate, and details of the checking procedures to be carried out.
- Dulwich College is an equal opportunities employer, operating within child safeguarding statutory requirements.

Pre-Application Information

Pre-application information provided to candidates will include:

- A job description, including roles and responsibilities;
- A person specification which clearly states qualifications and experience required;
- An application form;
- A self-disclosure form.

Application Forms

All candidates, whether paid or voluntary, full time or part time positions will complete an application form, including a full work history. Candidates providing incomplete applications will not be considered.

References

All appointments are subject to satisfactory references prior to the provisional start date.

- Contact details of two written references are required, one of which should be your current or most recent employer and where applicable, at least one reference of where the candidate has worked with children.
- If you work or have worked in education, then the referee should be the Headteacher or equivalent person.
- References will be taken up before interview.
- References will be sought directly from the referee.
- References or testimonials provided by the candidate will never be accepted.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children.
- Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children.
- The candidate's suitability for the role applied for.

In addition, candidate's applying for teaching roles will also be asked:

- Are they known to the police and children's local authority social care?
- Have they been subject to any child protection investigation?
- Are they prohibited from teaching?
- Are they subject to a section 128 direction? (this for senior roles and Heads of Subject)

Digital footprints

Dulwich College is committed to ensuring that Safeguarding is a top priority; therefore, where appropriate, may check candidates' social media or other online activity before the interview.

This process may include a search for the candidate via:

- Google • Facebook • LinkedIn • Instagram • X (formerly known as Twitter).

Disclosures

All advertised roles make clear that the candidate may be subject to an enhanced level DBS check and barred list check, where applicable. The candidate has a responsibility to disclose any previous convictions, in line with the relevant legislation. For any candidate who has historical entries on their DBS that may raise concerns of a safeguarding nature but not exclude them from being able to undertake their role, a risk assessment will be completed and kept on file outlining any measures that will be in place to manage any assessed risk. For more information please see Dulwich College policy on the recruitment of ex-offenders and security of disclosure information.

Shortlisting

Short-listing of candidates will be against the person specification for the post and carried out by a minimum of two fully trained staff members.

Interview process

Interviews will be carried out by a minimum of two fully trained staff members, and where possible, be conducted face-to-face.

Selection methods will be outlined before the interview and candidates will be asked if they need any special arrangements for these.

All candidates will be asked the same questions. Questions will relate to the person specification to explore experience and suitability for the role. The interview will be used to:

- Explore the candidate's suitability to work with young people;
- Explore their attitude and their motivations for applying for the role;
- Explore any gaps in work history;
- Check the candidate's identity;
- Check and challenge competency and commitment to Safeguarding Children as relevant to the role.

Appointment

The successful applicant will be issued with a conditional offer letter, terms and conditions and all new starter paperwork. It will specify full details and requirements of the position and any probation period (if appropriate). If the role is subject to a DBS check, the applicant will then be

informed that the appointment is subject to satisfactory DBS certificate, medical check and two references. Having a criminal record does not automatically prevent candidates from working with or for Dulwich College.

All staff and volunteers will undergo a formal induction, which will cover Dulwich College's Safeguarding and Child Protection Policy and Procedures. Training needs will be established as part of the induction and reviewed on a regular basis.

Training

Once recruited, all new staff and volunteers will receive training and written guidelines to ensure they remain fully aware of relevant safeguarding procedures.

- All staff are informed of the safeguarding arrangements in place and are given a copy of Dulwich College's Safeguarding Policy along with the Staff Code of Conduct. All staff are expected to read these key documents.
- All staff and volunteers receive training and written guidelines on safer working practices.
- All staff and volunteers receive training and written guidelines on allegations management and whistleblowing.
- All staff and volunteers receive training and written guidelines on reporting procedures if they suspect that a child or young person working with the organisation is at risk of harm.

Probation period

Employees will be subject to a probation period, which may, in certain circumstances, be extended. The probation period is a trial period, to enable the assessment of an employee's suitability for the role for which they have been recruited.



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