

## **Terra Nova School Safer Recruitment Policy**

**(This Policy takes due note of the latest Government Guidance: Safeguarding Children and Safer Recruitment in Education, a copy of which is available in the School Office)**

If a vacancy or a new post becomes available at Terra Nova, then the following procedure should be followed:

1. The Executive Management Committee (Headmaster, Deputy Headmaster, Bursar, Director of Studies, Head of Pre-Prep and Nursery) will meet to discuss the recruitment (including job description, advertising, application deadlines, interview dates and procedures and appointment) and form the Interview Panel. Where appropriate the relevant Head of Department may also be consulted and/or co-opted onto the Interview Panel.
2. The Headmaster has overall responsibility for all appointments and has completed the 'Safer Recruitment Training'. The Headmaster's PA is also trained in Safer Recruitment. He has the final say on all appointments, except those appointments specifically identified by the Governing Body. He may delegate responsibility for finding the right candidate to the Bursar (Domestic Staff), the Director of Music (Music Staff) or a senior Member of Staff. The recruitment of Catering Staff is the responsibility of Sodexo, but the Headmaster reserves the right to have an input on Safer Recruitment.
3. The Post will be advertised internally and may be advertised in the local or the national press and/or the local Job Centre and/or with a recognised Recruitment Agency.
4. Details of the Post will be available on request. A copy of the Safeguarding and Child Protection Policy is sent out with the specific details.
5. Applicants will be asked to fill in a Standard Application Form, along with any other specific application requests, as detailed in the Advert and/or the Details of the Post.
6. A short list of candidates will be drawn up for interview.
7. The Candidates will have at least one formal interview with which will contain a member of Terra Nova staff who is trained in Safer Recruitment and questions regarding Safeguarding and Child Protection will be asked. There will be at least two members of Terra Nova staff in any formal interview. They will also be shown around the School as appropriate, when they will have the opportunity to meet other Staff. For teaching posts, candidates will be asked to teach a lesson which will be observed by a senior member of staff.
8. Candidates may be asked to return to the School for a further interview, if necessary.
9. The Interview Panel may seek written or verbal references for the candidates (from at least 2 referees, one of which should be the candidate's current employer, where appropriate) before the interview.
10. The Interview Panel will discuss the candidates with a view to deciding on the best candidate to fill the Post. The Headmaster will have the casting vote if required.
11. The Headmaster (or someone delegated by him) will telephone the successful candidate to

offer them the job. The successful candidate will then receive an offer in writing setting out, in brief, the details of the Post and the start date for employment.

12. All new appointments will be subject to appropriate checks: CRB (at Enhanced Level, including Identity, Address, Date of Birth, Criminal Records), a Full Employment History, Right to work in the UK, at least 2 references (written and verified verbally, one with current or most recent employer, where appropriate) and Qualifications (where appropriate). There are circumstances when a new Employee may start working at the School before their CRB Check has come through, provided all other vetting checks are carried out, including checks with the ISA Barred List. The Headmaster will undertake a Risk Assessment of the situation and set the levels of supervision require until the CRB is received. New employees will be required to fill in a Medical Questionnaire after they have been offered the Post. New employees may NOT work in the boarding provision before the CRB has been received.
13. Following the satisfactory completion of the Employee Checklist, the successful candidate will be issued with Standard Terms and Conditions of Employment or a Standard IAPS Contract.
14. Details of each appointment will be put into the School's Central Register of Appointments, which is kept by the Bursar.
15. Any volunteers used by the School or using the School, will be subject to Safer Recruitment guidelines and will be required to supply two References and be CRB checked at Enhanced Level.
16. Any external contractors used by the School or using the School, will be subject to Safer Recruitment guidelines and will be required to supply evidence, which may include two References and be CRB checked at Enhanced Level, and make a signed declaration that there is no know reason why any employee sent to work on the Site is not safe to work with children.