



# Safe Recruitment Policy

## Introduction

TradeWinds Academy is committed to safeguarding children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work. The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees at TradeWinds Academy will be made on merit, and will also take into consideration the alignment with school ethos and the potential contribution to the school community which includes children, staff and families.

## Safeguarding

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with TradeWinds Academy's safeguarding practices, including referring any allegation of abuse against an adult working with children to relevant local child protection agencies. A referral will be made if an adult has:

- behaved in a way that has harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

## Advertising

All vacant posts will be advertised on the TradeWinds Academy website and through social media platforms (LinkedIn, Facebook etc.). Other means of advertising may be used if necessary, including the use of third party recruitment agencies.

## TradeWinds Academy Process

The safe recruitment process at TradeWinds Academy involves the following elements:

- Application form and covering letter
- Lesson observation, planning review, additional interview tasks
- Formal interview
- Calling of references
- Background check
- Offer of contract

### Information for Applicants

All applicants will be provided with:

- A job description and person specification
- Online application form
- Reference to this 'TradeWinds Academy Safe Recruitment Policy'

Prospective applicants must complete the application form in full, and submit a digital copy of this along with a formal letter of application. CVs or incomplete applications will not be considered. Interviews will be conducted with candidates to ascertain that they are a suitable match for the school's values and ethos. This may be face-to-face or through video conference.

Applicants will be shortlisted against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants.

### **Interviews**

Interviews will be face-to-face, but in some circumstances such as the COVID-19 pandemic, or for overseas applicants, they may be via video conference.

- Candidates invited to interview will receive:
- Details of the interview date, time and location

Details of any videos, work scans or tasks to be undertaken as part of the interview process. The questions asked will be aimed at obtaining evidence of how each candidate meets the requirements of the Job Description and the Person Specification and each candidate will be assessed against all of the criteria for the post.

Candidates will always be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available
- declare any information that is likely to appear on a vetting disclosure
- demonstrate their understanding of safeguarding and their ability to protect the welfare of children and young people

Recruitment documentation will only be retained for successful candidates.

### **Reference Requests**

Two references, one of which must be from the candidate's current/most recent employer, will be taken up, typically before the interview stage. Referees may be contacted directly to clarify any anomalies or discrepancies. Where necessary, previous employers who have not been named as referees may also be contacted in order to clarify any such anomalies or discrepancies. If a candidate is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment.

Reference requests will ask the referee to confirm, in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability or disciplinary action relating to the safety and welfare of children and the outcome of this
- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (if so, TradeWinds Academy will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)

- The candidate’s suitability for the post Open testimonials i.e. those provided by the candidate and/or marked ‘to whom it may concern’ will not be accepted. TradeWinds Academy will not accept references from relatives or people writing solely in the capacity as a friend or colleague of the candidate, for any post.

### **Background checks**

TradeWinds Academy will require candidates applying within Kenya to provide Police Clearance Certificates (also known as Certificate of Good Conduct). For overseas applicants, candidates will be required to produce an equivalent certificate e.g. Enhanced DBS Certificate (UK). All appointments are subject to satisfactory background check.

### **Pre-appointment checks**

When appointing new staff, TradeWinds Academy will:

- Verify a candidate’s identity from current photo ID (originals) and proof of address (originals)
- Verify professional qualifications (original certificates)
- Execute a candidate background check
- Verify the candidate’s eligibility to work in Kenya

An offer of appointment to a successful candidate will be conditional upon satisfactory completion of pre-employment checks. All checks will be:

- Documented and retained on the personnel file
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

### **Offer of Employment**

The offer of employment and acceptance by the candidate is binding on both parties in line with TradeWinds Academy Rules of Employment, subject to satisfactory completion of the pre-employment checks and satisfactory references.

### **Personnel files and central records**

Recruitment and selection information for the successful candidates will be retained securely in a personnel file within the school’s central records, confidentially for the duration of his/her employment including:

- Application form
- References – minimum of two
- Proof of identity
- Proof of relevant academic qualifications
- Good Conduct Certificate
- Offer of employment letter and signed contract of employment

### **Start of Employment and Induction**

The pre-employment checks listed above must be completed before the employee starts work. All new employees will be provided with an induction program which will cover all onboarding processes as well as relevant matters of TradeWinds Academy policy and expectations, including safeguarding, child protection procedures and emergency procedures.

***POLICY UPDATED MAY 2022***