



Safer Recruitment Policy

1.INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2. STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Head Teachers and Deputy Head Teachers. These requirements change from time-to-time and must be met.

3. IDENTIFICATION OF RECRUITERS

At least one recruiter has successfully received accredited training in safe recruitment procedures. The school will move to a position where all members of the Leadership Team and 20% of Governors have completed the accredited training.

4. INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Baring Check and Teachers will be prohibited from teaching, Staff and Support Staff working in the EYFS and children under 8 will be checked against the Childcare (disqualification) Regulations”

The staff and settings covered by the further by the Keeping Children Safe in Education guidance

The following categories of staff in nursery and primary settings are covered by the Childcare (Disqualification) Regulations 2009:

- staff who work in early years provision (including teachers and support staff working in school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

The Regulations refer to employing a person “in connection with” these provisions and we therefore conclude that:

- Infant and Nursery Schools - All staff and volunteers will be covered
- Primary/Junior Schools - All staff and volunteers are covered as it is unlikely in such settings that staff are always exclusively working with those under the age of 8.

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s child protection policy;
- the school’s safer recruitment policy (this document);





- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

5. SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post

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

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

5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions detailed in a standard reference request proforma. It will include questions about:

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

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6. THE SELECTION PROCESS

A) SELECTION PANELS

- Statutory Responsibilities - for appointments are set down in 'The Governors guide to the Law' and will be followed
- Wherever possible for other appointments for teachers and support staff an appropriately trained Governor will be part of the selection panel.

B) SELECTION TECHNIQUES

6.1 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.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to meet the criteria set out in the Keep Children Safe in Education legislation





- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

8. INDUCTION

8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).