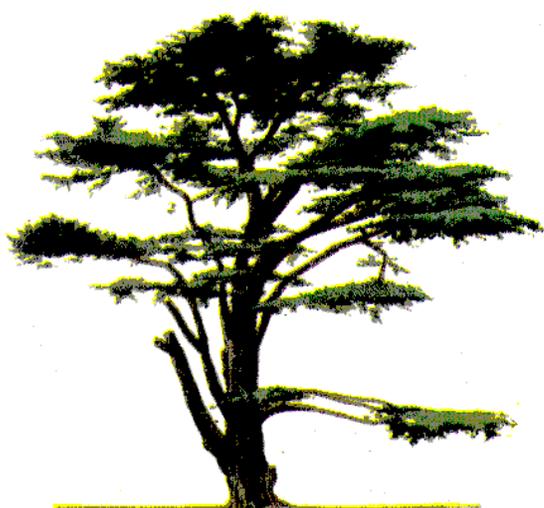


The Cedars Primary School



Selection & Safer Recruitment Policy

This policy was reviewed in:	September 2016
Approved by Governors on:	
Next Review Date: September 2018	

The Cedars Primary School

Selection and Safer Recruitment Policy

Introduction

The Cedars Primary School is fully committed to the principles of safer recruitment, ensuring that safeguarding and promoting the welfare of children is central to our staff recruitment process. Our guidelines comply with the safer recruitment recommendations of the Bichard Enquiry (2004) and the DfE guidance Keeping Children Safe in Education 2016 and Working together to safeguard children (2015).

Our selection process is based on good practice in selecting the best candidate for the job and ensuring equality of opportunity for all applicants while excluding, or rejecting those who may be unsuitable to work within a school environment or with children with Special Educational Needs. We expect candidates to understand their duties and responsibilities in relation to child protection and safeguarding children as it applies to the post for which they have applied.

All posts within a school environment are classed as regulated activities and will be subject to an Enhanced DBS check.

Roles and Responsibilities

The Governing Body will:

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with current DfE guidance and legal requirements
- Monitor the school's compliance with them
- Ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- Ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance

The School Business Manager will:

- Be responsible for the administration of the recruitment and selection process
- Ensure that all appropriate checks are carried out on staff and volunteers
- Be responsible for compiling and updating the Single Central Register (SCR)
- Monitor any contractors' and agencies' compliance with this policy
- Promote the safety and well-being of children at every stage of this process

Selection & Recruitment

The following steps will be taken as part of our recruitment process:

- All vacancies will be advertised on the Hounslow Jobsite, ETeach and external media where appropriate
- Some vacancies may only be advertised internally in the first instance
- All adverts will carry a statement about the school's commitment to safeguarding and will have a closing date specified
- All applicants will be expected to complete the appropriate application form for the post and CVs will not be accepted
- Incomplete application forms will not be accepted
- All applicants will be provided with a Job Description and Person Specification for the post
- Short-listing and interviews will always be undertaken by more than 1 person and will be scheduled to allow sufficient time for references to be requested
- At least 1 person on the interviewing panel will have undertaken Safer Recruitment training
- Safeguarding issues will be covered as part of the interview process
- Any gaps in employment will be explored at the interview stage

- References will always be requested prior to interview and appointments will not be confirmed until after receipt and verification of 2 satisfactory references
- Where a candidate has previously been employed in a school setting, a reference from the Headteacher or equivalent will always be sought – even if not initially given as a referee

Pre-Employment Checks

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

- Applicants' identity will be confirmed by sight of original official documents such as a Birth Certificate, Passport etc in line with the Asylum and Immigration Act 1996
- Original documents relating to all the professional qualifications required to fulfill the post must be supplied
- Applicants' employment history will be examined and clarification will be sought where there are gaps and discrepancies arising from information provided either by the candidate or referee(s)
- References will be used to check employment dates and relevant experience. A minimum of two written references will be taken up
- Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. Detailed written records will be kept of any such exchanges
- The identity of all referees will be verified
- All candidates are required to provide details of any relevant unspent convictions. Under the Rehabilitation of Offenders Act 1974, all "spent" convictions must be disclosed for certain posts. This is clarified on the application form

- All posts working with children will require an Enhanced DBS check to be undertaken and anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching
- All volunteers will be supervised at all times and will therefore **NOT** require a DBS check, however character references from their sponsor will be sought and all volunteers will be interviewed prior to a placement starting
- All relevant staff will be asked to read and sign the Disqualification by Association forms annually in September
- It is an offence to apply, offer or accept to do any work with children (paid or unpaid) if disqualified from working with children.

All checks will be documented and retained on the personnel file and recorded on the SCR

Adults Not Directly Employed by the School

- **Governors** The school will undertake identity checks and obtain an enhanced DBS clearance for all governors
- **Agencies** The school will only use agencies which operate a Safer Recruitment Policy and that supply written confirmation of the vetting checks done on the staff they supply
- **Peripatetic staff** Any peripatetic staff working in the school will be asked to confirm that they hold a current DBS clearance. The school may ask to see that clearance to confirm its details
- **Volunteers** No volunteer will be left unsupervised with children and therefore we will not undertake DBS checks as normal practice on volunteers. Identity and reference checks will be required however
- **Students** When volunteers are working in school as part of a recognised training course (such as PGCE or NVQ etc) references and completion of an application form will not be required. However, we will require proof of an enhanced DBS clearance and identity checks will be carried out

- **Work Experience** Students on work experience will always be supervised
- **Contractors** Contractors working in the school for any extended period will be required to be DBS cleared. Normally however, contractors will be supervised by the Caretaker when on site.