



Cliddesden Primary School

Safer Recruitment Policy

September 2016

This policy will be reviewed every 2 Years.

Aim

The purpose of this policy is to ensure a coherent and consistent approach to recruiting staff of the highest calibre that will help achieve the school's vision. We are guided by the national strategy to improve schools' practice in safeguarding children, notably through the procedures followed when recruiting staff. (See Safeguarding Children and Safer Recruitment in Schools DfES/15668/2005).

Principles

We believe that our staff are the most important resource and that our pupils' learning should be managed by highly motivated, highly skilled staff. We also want to ensure a safe and secure learning environment for our children.

Cliddesden Primary School is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this, our recruitment and selection policy is in accordance with both local and national guidance and follows the HCC toolkit.

Role and Responsibilities of Headteacher, other staff, governors

The Headteacher will:

- Undertake the national training programme on safer recruitment
- Ensure that sufficient numbers of governors and staff, both teaching and support staff, participate in the training programme to meet the requirement for every selection panel to include one trained member
- Take action to address any weaknesses in the school's practice that emerged from the audit completed while on the course
- Ensure that appropriate checks are carried out on all applicants for positions in the school- paid and voluntary. This will include checking identity, qualifications, professional and character references, health and physical capacity, previous employment history to ensure gaps are accounted for, and criminal records.
- Ensure that a single central register is kept recording the information gathered
- Ensure that staff and governors involved in recruitment procedures are trained in the wider aspects of recruitment
- Evaluate, at least annually, and whenever a vacancy arises, the staffing structure to ensure that it meets the changing needs of the school
- Review regularly the documentation provided for potential applicants for posts to ensure explicit reference is made to the school's commitment to safeguarding, and to enable potential applicants to make well-informed decisions about whether to apply

Arrangements for monitoring and evaluation

The Headteacher will report annually to the governing body on the safeguarding agenda.

Stages of the recruitment process:

1. Decision to recruit -

All interview panels will understand their role, and will include staff and governors (if appropriate) that have been trained in safer recruitment procedures. The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children.

2. Advertising the post -

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of a Disclosure and Barring Service (DBS) check. This will also be reflected in the information pack sent to all applicants.

3. Application process -

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK.
- Full details of qualifications relevant to the position applied for including awarding body and date of award.
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers.
- Details of referees - one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted.
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements. Applications will be carefully scrutinised upon receipt in order to

identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

4. Taking up references for shortlisted candidates

References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

References must be in writing and be specific to the job for which the candidate has applied -open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask the following:

- a) About the referee's relationship with the candidate.
- b) Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- a) The applicant's current post, salary and attendance record.
- b) Performance history and conduct.
- c) Any disciplinary procedures in which the sanction is current.
- d) Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those.
- e) Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns.

References will be compared to the application form to ensure that the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

The school's policy is to require shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether 'spent' or 'unspent' and include any cautions and pending prosecution. Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the chair of the selection panel/Headteacher, prior to the interview. The chair of the panel/Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview.

The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

All references received by the school must be signed or countersigned by the Headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

5. The Interview:

These will be face to face wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above.

Consideration, including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions, including information provided in a sealed envelope.

Discussion may also take place regarding any significant periods of sickness absence.

There will be one question in the interview that relates to the safeguarding of children.

6. Pre Employment:

In addition to the checks already detailed, the school will ensure that a pre employment health check is completed, as well as obtaining a DBS check. For teachers, the school will verify successful completion of the statutory induction period for NQTs. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. In these instances, approval must be gained from the chair and/or vice chair of governors, ensuring that they have no relationships or pecuniary interest with the candidate. Any offer made to a

candidate will be conditional on all the pre employment checks being completed satisfactorily.

From 18 January 2016, restrictions or sanctions on teachers that have been imposed by teaching profession regulators of other EEA member states will be viewable on the DfE Secure Access system. This will be in the form of a separate list on the system.

Action to take:

New appointments: With immediate effect for new appointments of teachers who have lived/worked abroad, schools are required to check this list in addition to the usual Secure Access checks for teachers on QTS, Induction status and NCTL prohibitions/sanctions. The pre-employment checklist for teachers has been updated to include this check.

How to carry out a check:

- 1) Log into the DfE [Secure Access](#). If you do not have a login, see the 'First time here' link on the Secure Access login page.
- 2) Select 'Teacher Services - Organisations'
- 3) Select 'Teachers sanctioned in other EEA member states' - you will be presented with a list of names and details.
- 4) Review the list (where the school holds a teacher reference number and date of birth the general search function can also be used).
 - if the individual does NOT appear on the list - record this on the pre-employment checklist under section 11b and the school's Single Central Record (for schools using the EPS Single Central Record template, in the "Lived Abroad" section).
 - if the individual DOES appear on the list - see below.

What to do if a potential new teacher appears on the list:

Whilst such a restriction/sanction does not currently prevent the person from taking up a teaching position, as part of your pre-employment checks and to determine their suitability for the position in your school, you should obtain further information about the circumstances leading to this decision. Schools should contact the EEA regulator responsible for the decision to obtain more information about the reasons for imposing the sanction/restriction. **In such a case, please contact EPS for advice.** Where a decision is made to employ the individual, please inform NCTL immediately, including the date they will begin

work, by emailing Misconduct.Teacher@education.gsi.gov.uk or by calling 0207 593 5393.

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7. Employment:

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection and safeguarding, and will make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- a) Safeguarding and welfare e.g. child protection, anti bullying, anti discrimination, physical intervention/restraint, internet safety.
- b) Discipline and grievance, capability and whistle-blowing.
- c) In addition all staff will be made aware of the channels for raising any concerns.
- d) Further information is available in the Induction Packs for new staff.

8. On-going Employment:

Cliddesden Primary School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will, therefore, provide regular Child Protection, Safeguarding and Whistle-blowing training, including external training. Following new guidelines, the existing CRB's or DBS's will only be updated if a member of staff leaves and then returns after a 6month period. Prior to this they were updated every 3 years.

Related Policies

The child protection policy, the safeguarding policy, the equalities scheme, the staff pay policy, the performance management policy, the policy on allegations of abuse made against staff and the whistle-blowing policy.