



## **Swan Lane First School Safer Recruitment Policy**

### **1 INTRODUCTION**

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

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults
- Identifies and rejects applicants who are unsuitable to work with children and young people
- Follows current legislation and guidance.

### **2 STATUTORY REQUIREMENTS**

The policy supports the statutory requirements outlined by the DCSF (Dept of Children and Schools and Families) and LA Guidance.

### **3 IDENTIFICATION OF RECRUITING PARTIES**

The school currently has 6 members of staff and the Governing Body who have completed the recommended Safer Recruitment training and passed the required examination .

The named Safer Recruitment Personnel are:

- Ruth Roberts
- Rob Batts
- Paul Jones
- Chris Forrester
- John Morris
- Brenda Powney
- Kevin Harper

This will fully meet the requirements as outlined by the DCSF. The Head teacher will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment

process. All Safer Recruitment Personnel must re train and complete the course every five years.

#### **4 INVITING APPLICATIONS**

4.1 All advertisements for posts will include the statement:

Swan Lane First School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Criminal Records Bureau / Disclosure and Barring disclosure”.

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

- Job description and person specification
- Information about the school
- Details of any tasks required e.g. a presentation/lesson if applicable
- An application form

4.3 All prospective applicants must complete **in full**, an application form. Incomplete application forms and CVs will be rejected.

#### **5 SHORT LISTING AND REFEREES**

5.1 Short listing of candidates will be carried out in relation to the identified person specification for the post.

5.2 References will be sought directly from the referee. Open references will never be accepted (i.e general and to Whom It May Concern) References will be sought prior to interviews taking place wherever possible.

5.3 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies.

5.4 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify an anomalies or discrepancies.

5.5 Referees will always be asked specific questions about:

- The candidate’s suitability to work with children and young people;
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The candidate’s suitability for the post.

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

#### **6. THE SELECTION PROCESS**

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. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate)

6.2 Interviews will always be face-to face.

6.3 Candidates will always be required:

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

6.4 All application information will be kept on record for six months following the interview for the unsuccessful candidates.

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required to:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance. A school must be in receipt of the DBS Enhanced Clearance as soon as it is available to the applicant.
- To provide actual certificates and qualifications (not photocopies) which must be signed off by the Head teacher. (SCR)
- To complete a confidential health questionnaire
- To complete a Disqualification by association form.
- Sign to say they have read the Code of Conduct.
- To provide proof of eligibility to live and work in the UK if appropriate.
- In the case of teaching posts a Teacher Status Check will be carried out.

## **8. SUPPLY STAFF**

**8.1** Swan Lane Primary School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the CRB/DBS check will be treated confidentially.

**8.2.** The School Secretary (Mrs Mullaly) will carry out identity checks when the individual arrives at school.

## **11. VOLUNTEERS**

11.1 There is an expectation that the school follows the same procedures for volunteers and will ensure they complete a volunteer application form and two references are obtained. In instances where volunteers are working in school as part of a recognised Training Course (such as PGCE, NVQ etc) then references and completion of an application form will not be necessary. However, the school will need to see the DBS clearance if applicable.