



Safer Recruitment Policy

Rationale (taken from our Child Protection & Safeguarding Policy).

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' (KCSIE) 2016.

We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors.

Safer recruitment practice as laid out in KCSE (2016) is adhered to in terms of scrutinising applicants and DBS Checks, appropriate to the level required. For this we use the Department for Education's (DfE) separate statutory guidance on supervision and regulated activity.

Stubbings is committed to keeping an up to date Single Central Record (SCR) or Register which covers the following people:

- all staff (including supply staff) who work at the school;
- all others who work in regular contact with children in the school, including Governors and volunteers.

The Single Central Record (SCR) records the safer recruitment checks and states whether the checks have been carried out or certificates obtained, the date on which the checks were completed and by whom. If we have staff from an agency or third-party organisation, we will obtain written notification from that agency or organisation that they have carried out the checks, and we will ensure that we check the identification of the person presenting themselves for work and that this is the same person on whom the checks have been made.

- Jenny Melling (Head teacher)
- Alice Leadbitter (Deputy Head)
- Zoe Case (Governor)

The above people have undertaken Safer Recruitment Training within the last 3 years, and at least one of the above will be involved in all staff and volunteer appointments and arrangements (including, where appropriate, contracted services).

Aims

- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to the school.

Broad Guidelines

- Recruitment advertising must contain a safer recruitment statement.
- The job description must be clear.
- The person specification must include child protection duties.
- Information packs to candidates should include the Safer Recruitment Policy
- Only LA completed application forms will be accepted (not CVs).
- Two references must be requested prior to interview. One must be the current, or more recent, employer.
- When requesting references, the referee will be asked about the candidate's suitability for working with children.
- Any gaps in a candidate's application form will be explored. This will include incomplete forms and gaps in work history.
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in:
 - the application being rejected;
 - summary dismissal if the applicant has been selected;
 - referral to the teacher's misconduct team or police;
 - informing the LA;
 - informing other schools where necessary.
- The interview process will be conducted by at least two members of staff at least one of whom is Senior Leadership and one of whom has been trained in safer recruitment practices. It is preferred that a member of the Governing Body should also be part of this process, certainly when appointing a teacher.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post.
- Questions will also be asked about the candidate's attitude towards and experience of child protection.
- The candidate's suitability to work with children will be explored at interview.
- Candidates will be asked to bring original documents and certificates and photo ID to the interview.
- Gathering information and carrying out checks on a candidate will be followed in every appointment.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All checks will be confirmed in writing.
- These checks will be retained in a personal file and will include candidate's application form and letter of application, two references, DBS reference number (see Appendix 1).
- A Single Central Record will be kept of all school staff, governors and volunteers who have access to the school.
- All new staff will receive induction (see Appendix 2).

Conclusion

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, contractors, agency workers and volunteers to share this commitment. The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education.

Written/amended: May 2017

Next review date: May 2020



Staff member's name:

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Position:

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Date of appointment:

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	Tick
Advert	
Job description & personal specification	
Application form	
Invite to interview	
Interview questions & responses	
References x2	
Qualifications	
Congratulations letter - School	
Notification of appointment	
Letter & contract – LA	
ID and DBS checks complete	
Change to contract	
Notification of leaver	



Dear Colleague

We hope you find this induction pack useful.

Please ensure you read the staff handbook and accompanying policies.

As a new member of staff you may have questions or queries. We have lots of very experienced staff in school andhas offered to be your induction buddy. If you are unsure about anything just ask her/him.

- **If you have any child protection or safeguarding concerns, see the Head teacher or Deputy Head (Designated Safeguarding Leads)**

- **If you have any Health & Safety concerns, please see the Headteacher, Deputy Head or Caretaker.**

- **If you have any Whistleblowing concerns, please see Headteacher or contact the Chair of Governors.**

- **If you need to report/ make an allegation please see the Headteacher, Chair of Governors or the LADO.**

Staff handbook		Prevent Duty	
Child Protection & Safeguarding Policy		Anti-Bullying Policy	
Whistleblowing		Positive Behaviour Policy	
Keeping Children Safe in Education		Health & Safety Policy	
Managing Allegations Policy		Disqualification declaration	
Declaration of Interest			
Internet and Email Usage			

