

Statement of Intent

At St Andrew's CE Primary School we regard the safeguarding of our children as being of the utmost importance. As a result, we seek to work within stringent guidelines to ensure that all people who work in the school, whether permanently or temporarily or paid or voluntary, are suitable and safe to work with our children.

Responsibilities for Recruitment

At St Andrew's a panel of both staff and governors (in accordance with the Scheme of Delegation) interview all the candidates called for teaching, teaching assistant posts, and all support staff other than cleaning or Midday Supervisor posts. This approach allows for consistency, transparency and objectivity making the most of governors' expertise and experience.

In the case of cleaning or Midday Supervisor posts, the Headteacher will interview candidates with the Deputy Headteacher or a senior member of staff.

Advertising a Post

To ensure our advertising for all paid staff is reputable and clear, we use the facilities offered by Brighton and Hove Council. Every advertisement will carry a clear and concise statement that the school is committed to safeguarding our children and that our procedures will demand full Criminal Record checks and written references before appointment.

Full documentation will be prepared before advertising. This documentation will outline the responsibilities of the post and emphasise the individual's role in promoting the welfare and safety of the children.

Within the covering letter from the Headteacher or the Chair of Governors, a statement will be included pointing out that some questions in the interview will refer to safeguarding children. This is to give an unequivocal message about our commitment to safeguarding children to any candidate.

Preparations for the Interview

Using References

Candidates will be informed that current or previous employers will be contacted after short-listing as part of our verification process. At least two written references will be requested for each post and each referee will be asked for a direct comment on the suitability of the candidate to work with children. Information will be sought on the candidate's experience of working with children, any disciplinary matters that might relate to their work with children and whether they have been the subject of any child protection concerns.

References will only be accepted if they are written specifically for the advertised posts. They must be signed and any concern raised will be followed by direct contact with the referee. Open references are not acceptable and will be rejected.

The interviewing panel will read the references before interview to check for safeguarding purposes and any concerns will be raised during the interview itself.

The application of each candidate will be discussed at shortlisting and any anomalies that might require further consideration will be highlighted.

The Interview

Interviews help the panel to explore a candidate's motivation and attitude towards children and their emotional stability as well as offer the opportunity to assess a candidate's communication skills.

Teaching candidates are expected to bring original copies of their qualifications and proof of their identity with them to the interview. In the case of NQT's a job offer will be made subject to the production of this documentation.

Challenging questions relating to the candidates' experience of working with children are required and the panel will agree these in advance of any interview. These questions need to explore motivation and response to real situations.

Post Interview Checks

Any offer of a post is conditional upon these factors:

- Identity- photo evidence is required
- Professional Status- GTC number and/or Qualified Teacher Status (if relevant to the post)
- Qualifications- proof shown at interview (if relevant to the post)
- References- at least two will have been secured before interview
- CRB Disclosure
- Medical Clearance

A Safer Recruitment Checklist has been introduced to help monitor the administration of this process.

Induction

Every new member of staff will go through an induction. The nature of post will determine the length and precise contents of an induction programme. However, the process will:

- confirm the conduct expected of staff in school
- outline the support available to enable to fulfil their role
- provide information about key school policies, routines and procedures
- outline safeguarding and child protection procedures

The Single Record

Once the member of staff is fully recruited they are entered onto our Single Record. This records their personal details, dates of appointment and status of police and CRB clearance.

Recruiting Parent/Governor Help

At St Andrew's we welcome the support and input from parents, governors and other volunteers. We also acknowledge, however, that this needs to be managed carefully in order to safeguard our pupils and those that help in school.

All parents working in school or going on trips will be checked using the List 99 procedure managed by the local authority. This will be replaced by the ISA Children's Barred List by the end of 2010.

Parents/Governors who help occasionally (less than three times a year) work in accordance with a standard risk assessment that prohibits them from working in isolation with individual pupils.

Parents who are prepared to make a regular commitment (coming into school twice a month or more) are asked to fill out Criminal Record Bureau forms. They are also checked using the List 99 procedure with the local authority immediately so that they can begin working in the school as we wait for appropriate clearance. During this time they will work in accordance with the school's risk assessment. These parents/governors are familiarised with the Code of Conduct that governs staff behaviour and they are expected to adhere to it.

Using Supply Teachers

Supply teachers are only recruited from Hays Personnel, Supply Desk or Kelly's, which are accredited agencies who have guaranteed that their procedures match exacting safeguarding standards as set down, by the DFES.

Teachers known to the school can be employed for short term cover but they are subject to the Enhanced CRB check and are entered onto our Single Record accordingly.