



# **Newbridge Primary School**

## **Safer Recruitment Policy**

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Role: Acting Headteacher  
Date ratified: November 2014  
Date of review: November 2017  
Date of next review: November 2020

## Policy Review dates

Review Date	Changes made	By whom	Date Shared with staff
Nov 2014	4.1 DBS in place of CRB 6.3 DBS in place of CRB 7.1 DBS in place of CRB Checklist CRB disclosure and ISA registration replaced by DBS ISA registration (from October 2009 - postponed) checked ( 16 years+) and individual verified as suitable person for those in Regulated Activity and Controlled Activity (post October 2015), whether paid or unpaid – removed Supervision replaced by line manager CRB carried out every 3 years - removed Removal of Local Safeguarding Children Board's Safer Recruitment Principles	GK GK GK GK GK GK GK GK	
Nov 2017	1. Added statement about school's commitment 4.2 Added the school's Code of Conduct 5.4 Added at least one referee will be contacted by phone. 6.1 Added The selection panel will be a minimum of two people and one of these persons will have has safer recruitment training. 6.3 Added demonstrate their suitability for the post	GK GK GK GK GK	

**Newbridge Primary School is committed to safeguarding and promoting the welfare of children and young people. All staff, governors and volunteers are expected to share this commitment.**

## 1 INTRODUCTION

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

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

## **2 STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

## **3 IDENTIFICATION OF RECRUITERS**

The school will ensure that at least one recruiter has successfully received accredited training in safer recruitment procedures.

## **4 INVITING APPLICATIONS**

4.1 Advertisements for posts – whether in newspapers, journals or on-line will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory Disclosure and Barring Service check.”

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

- job description and person specification;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

## **5 SHORT- LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 At least one referee will be contacted by phone.

5.5 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.7 Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

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

## **6 THE SELECTION PROCESS**

6.1 The selection panel will be a minimum of two people and one of these persons will have had safer recruitment training.

6.2 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.

6.3 Interviews will always be face-to-face.

6.4 Candidates will always be required to:

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

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required to:

- provide proof of identity
- complete a DBS disclosure application and receive satisfactory clearance
- provide actual certificates of qualifications
- complete a verification of identity form (this should also be completed if existing members of staff are given a new contract for additional hours within the organisation)
- complete a Medical Form

## **8 INDUCTION**

8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

8.2 Regular meetings will be held during the first 3 months of employment between with the new employee) and the appropriate manager.

Appendix 1.

## Newbridge Primary School Safer Recruitment Checklist

<b>Post/Staff Member</b>		<b>Name of person completing checklist</b>	
<b>Date of completion</b>		<b>Review date</b>	

<b>Preparation for post</b>	Y/N	Date	Notes
Post advertised has statement on safeguarding			
Job description includes statement/s regarding safeguarding responsibilities			
Job specification includes statement regarding the need for enhanced DBS			
<b>Applications</b>			
Applications scrutinised for gaps in employment history			
Applications scrutinised for any safeguarding knowledge/concerns			
Applications not completed as per requirement discarded			
<b>Short listing</b>			
Short listed candidates are sent information outlining requirements regarding safer recruitment checks including enhanced DBS disclosures, original documentation requirements etc			
Interview panel agree any additional questions regarding individuals employment history, experience, attitude toward safeguarding etc			
<b>Interview</b>			
Interviewees asked questions relevant to safeguarding as agreed and any additional as a result of answers given to explore attitudes etc			
Any disclosure regarding criminal activity to be explored, even if spent conviction, or soft information			
Original documents to be viewed and copies taken, including those of qualification and kept on staff file			
<b>Appointment</b>			
Prior to start, candidates' referee/s spoken to and confirmation of detail of reference verified and properly recorded on staff file.			
DBS check completed and outcome known. Where soft information reveals concern about suitability, this to be discussed as per Allegation Management procedures. Where any convictions are revealed, there are to be discussed with Headteacher (in addition to any internal agreement) and LADO informed via Headteacher.			

<b>Induction</b>			
Staff member to receive agreed induction information which includes; <ul style="list-style-type: none"> <li>• Statement of values and expectations of the school in relation to staff and children/young people/vulnerable adults</li> <li>• Copy of guidance on safe working practices (Code of Conduct)</li> <li>• Copy of/reference to Whistle Blowing Policy</li> <li>• Information about South West Safeguarding and Child Protection procedures</li> <li>• Information about the Allegations Management process</li> <li>• Expectation of and information regarding attendance on Introduction to child protection course as a minimum</li> <li>• Information on E-safety policy</li> <li>• List of Key personnel within the organisation/Local Authority for dealing with the various areas, outlined above (in CP Policy)</li> </ul>			
<b>Ongoing</b>			
Each staff member has an opportunity to review and reflect on their work with individual children/young people and families via line manager			
Where in place, probationary review will consider with the individual safeguarding issues, relating to behaviour, understanding and any further required support			
Performance Management reviews are undertaken that focus on performance, skills development, including any required training or additional support, in addition to review of safeguarding issues/practice			
Where concerns are raised in relation to an individual's behaviour that give rise to safeguarding concerns, this is channelled appropriately through the Allegation Management procedures.			
DBS checks are kept on staff file			
A full employment history is available on file for every member of staff, any gaps in employment are checked and accounted for and qualifications are checked			

Signed by:

Headteacher.....Date .....

Chair of  
Governors.....Date.....