

Safer Recruitment Policy

September 2016

'We aim to offer a life enhancing encounter with the person and teachings of Jesus; an encounter that will develop the nature of who we are.'

INTRODUCTION

Safeguarding

The recruitment process is robust in seeking to establish the commitment of candidates to support the safeguarding of children and to deter, reject or identify people who might abuse children or are otherwise unsuited to work with them.

Hartlebury CofE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all school employees and volunteers to share this commitment.

The safeguarding of children and young people is central to every stage of the recruitment and selection process.

The Head teacher and Governing Body will ensure that safe recruitment procedures are followed.

Pre-Employment Checks Required:

- Completion of an Application Form including declaration of convictions.
- Face-to-Face interview whereby the individual is asked as to whether or not they have any convictions/cautions/bind-overs.
- Disclosure and Barring Service application completed by the successful candidate and identity check carried out, to include photo ID (e.g. driving licence/passport) and address ID (e.g. utility bill).
- Receipt of 2 **satisfactory** references, scrutinised for discrepancies, anomalies and gaps in employment.
- Where DBS clearance has not yet been received, it is only possible for the new employee to commence work as long as the DBS has been applied for, a risk assessment has been undertaken **and** they are supervised and monitored, pending receipt of a satisfactory DBS certificate.
- Qualifications and verification of professional status (where relevant).

The identity of all successful applicants must be verified and qualifications and Enhanced DBS checks carried out. The results of these checks will then be recorded on the school's single central record. If, for some reason the applicant fails to produce appropriate documentation at the interview, they must produce this at the earliest possible opportunity.

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, which must be advertised nationally. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

At least one recruiter will have successfully received accredited training in safer recruitment procedures.

4 INVITING APPLICATIONS

Staffing and Finance Sub-committee meet as a minimum termly, with set agenda to discuss staffing requirements.

4.1 For Deputy Head/Head's - advertise nationally.

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

‘Hartlebury CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.’

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

- job description and person specification;
- an application form.
- The school child protection and recruitment policy is available from the school website.
- All prospective applicants must complete, an application form, CV's will not be accepted.

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification and job description for the post. Those on the shortlisting panel will be required to complete the Shortlisting Record Form (see appendix).

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 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.

5.5 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.

5.6 Referees will always be sent the standard reference pro-forma which asks specific questions about:

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

- 5.7 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.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure; to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview panel will be required to complete an Interview Record Form (see appendix).

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity.
 - to complete a DBS disclosure application and receive satisfactory clearance.
 - to provide actual certificates of qualifications.
 - to provide proof of eligibility to live and work in the UK.
- 7.2 Supply staff provided by an outside agency
We require the same range of checks which are required for school staff.
Any outside agency or organisation supplying staff to look after pupils of Stourport Primary school need to sign acknowledgement that the following checks have been carried out and that they are a safe person to be working with children.
- 7.3 Pre-employment checks for unpaid positions
- When actively seeking volunteers, and considering candidates about whom we have little or no recent knowledge, we will adopt the same recruitment measures as we would for paid staff.
 - In other circumstances, for example where we approach a parent who is well known to the school to take on a particular role, a streamlined procedure will be adopted: seeking references, checking to ensure others in the school community know of no concerns and can make a positive recommendation, conducting an informal interview to gauge the person's aptitude and suitability, and undertaking a DBS Disclosure.
 - In other circumstances, e.g. where a volunteer's role will be one off, such as accompanying teachers and pupils on a day outing or helping at a concert or school fete, measures would be unnecessary provided that the person is not to be left alone and unsupervised in charge of children.
 - Where volunteers recruited by another organisation work in school, e.g. sports coaches from a local club, we will obtain assurance from that organisation that the person has been properly vetted. We would ask the individual could bring a copy of their DBS along with them on their first visit together with proof of identity.
- 7.4 Appointments will be ratified by the Governing Body.
- 7.5 All details relating to recruitment will be destroyed after 12 months

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 standards of conduct and behaviour of staff and pupils in the school.
- 8.2 Safeguarding/Child Protection training will be provided for staff where necessary.
- 8.3 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

(School Headed paper)

Supply staff provided by an outside agency

It is important that thorough checks are made on anybody who will be working in school both to prevent unsuitable people from gaining access to children and to maintain the integrity of the teaching profession and confidence that school is a safe place for children. We require the same range of checks which are required for school staff.

Any outside agency or organisation supplying staff to look after pupils of Stourport Primary school need to sign acknowledgement that the following checks have been carried out and that they are a safe person to be working with children.

Name of supply staff applying to work
at Hartlebury CE Primary school:

Identity	Name	
	Address	
	Date of birth	
	Evidenced and date	
Qualifications	Qualifications required: Yes/No	
	Qualifications evidenced and date	
List 99	Check evidenced and date	
DBS	Check evidenced and date	
Right to work in the UK	Check evidenced and date	
Overseas checks	Check required Yes/No	
	Checks carried out Yes/No	

Name (please print):

Signed:

Designation:



HARTLEBURY CE PRIMARY INTERVIEW RECORD FORM

THIS FORM SHOULD BE COMPLETED BY THE CHAIR OF THE INTERVIEWING PANEL, AND BE RETAINED FOR REFERENCE PURPOSES, WITH OTHER PAPERS RELATING TO SHORTLISTED CANDIDATES' APPLICATIONS, FOR AT LEAST 12 MONTHS FROM THE DATE OF THE OFFER OF APPOINTMENT.

Interviewers' Names

.....

Form completed by

Date

.....

Post Title:

Interview Date:

.....

No.	Name of Candidate	Reasons for Decision (with details)					Comments
		Successful YES/NO	Insufficient knowledge	Inappropriate experience	Lack of Skills/Abilities	Other (specify)	