



SAFER RECRUITMENT POLICY

Updated: MARCH 2014

Review date: SEPTEMBER 2016

Purpose and Aims

St Christopher Primary school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This policy should be read in conjunction with our Safeguarding Policy.

We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other employment checks.

Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within the school and helps to ensure that the workforce is fully committed to the safe welfare of children.

Roles & Responsibilities

- The headteacher is responsible for the internal organisation, management and control of the school. However, all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for the children and that appropriate procedures are followed.
- Governors and the Headteacher are responsible for ensuring that in line with national legislation there is at least one suitably trained recruiter on all interview panels. The panel will ensure that staff employed in school are suitable to work with children.
- The Headteacher and School Business Manager are responsible for ensuring that the Job descriptions and Person Specifications meet requirements.
- The School Business Manager should ensure that all adverts include a safeguarding statement
- The School Business Manager is responsible for ensuring that all checks are carried out as listed below and the SCR is updated.

Equal Opportunities

- The school is committed to securing genuine equality of opportunity
- The recruitment and selection process will be applied fairly and consistently to all applying for the positions within the school regardless of gender, race, marital status, national or ethnic origins, nationality, disability, sexuality, sexual orientation, age, religion, union membership, status or hours worked

The Recruitment Process

The main elements of the process are:

1. Job Descriptions and Person Specifications

Ensure job descriptions are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children. Job descriptions should include:

- main duties and responsibilities of the post

- individual responsibility for promoting safeguarding the welfare of children s/he is responsible for or comes into contact with
- Ensure that the person specification includes specific reference to suitability to work with children. The Person Specification should:
- include qualifications and experience and any other requirements needed to perform the role
 - describe the competencies and qualities that the successful candidate should be able to demonstrate
 - explain how these requirements will be tested and assessed during the selection process

2. Advertising

- should be clear about what qualities, qualification and experience a successful candidate will need to demonstrate
- should be planned to allow sufficient time for shortlisting and for reference to be obtained
- should include a statement about the school's commitment to safeguarding and promoting the welfare of children

3. Application Forms

The LA form will be used for all external vacancies. The applications will be used to:

- to obtain and scrutinise comprehensive information about applicants
- include a full history in chronological order since leaving secondary school
- include explanations for periods not employed, in education or training
- include reasons for leaving employment
- ensure one referee should be the applicant's current or most recent employer
- ensure that Teachers must provide DfES reference number and prove QTS status

4. Interviews

Conducting face to face interviews that ask appropriately robust pre-planned questions. Interviews will also include a task of some sort where appropriate eg: The HT will see a Class Teacher applicant teach.

During the Interview any questions from the detail gained in the application will be asked.

All applicants will be asked to declare any safeguarding issues in the interview. Employment will be offered subject to identity and safeguarding checks.

Invitation to interview:

Information will include:

- time and place
- how the interview will be conducted and areas it will explore
- All candidates must bring proof of identity and original documents certifying education or professional qualifications
- State that a copy of the above documentation will be held on file for successful candidate. All copied documents for unsuccessful candidates will be shredded confidentially.

Interview Panel

- a minimum of two with a trained safer recruiter
- for a senior post a larger panel is more appropriate
- should have necessary authority
- must be appropriately trained
- should liaise before the interview to reach consensus about required standards, consider issues, who will ask each questions and agree their assessment criteria is in accordance with person specification
- should agree a set of questions relating to
 - requirements of post
 - explore application form

Scope of Interview

The panel should also explore

- the candidate's attitude towards children
- his/her ability to support the agenda for safeguarding and promoting the welfare of children
- concerns or discrepancies arising from the information provided by the candidate

5. References

The School Business Manager will ensure references are obtained that help assess applicants suitability for the post. The SBM will ensure that a copy of the job description and person specification will be included with all reference requests.

- Where possible, references will be taken up before the short listing stage, so that any discrepancies can be probed during the interview process.

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

6. Checks

Conditional Offer of Appointment: Pre-Appointment Checks

An offer should be conditional upon:

- receipt of two satisfactory references
- verification of candidate's identity
- acceptable clearance of List 99 and DBS checks
- medical fitness
- verification of qualifications
- verification of professional status
- verification of QTS
- UK residence or permission to work in the UK
- complete induction and/or probationary period, as required for the position

All checks must be:

- confirmed in writing
- documented and retained on the personnel file
- followed up where they are unsatisfactory or there are discrepancies

Where the candidate is found to be on List 99 or the DBS shows s/he has been disqualified from working with children **and/or** the candidate has provided false information or there are serious concerns about the applicant's suitability to work with children the facts must be reported to the police and/or the Independent Safeguarding Authority.

Post Appointment: Induction

- Provide training and information
- Support for individuals that is appropriate to their role

Maintaining a Safer Culture

It is important that all staff have appropriate training and induction so that they understand their roles and responsibilities and are confident to carry them out. Staff, pupils and parents need to feel confident that they can raise issues or concerns about the safety or welfare of children and that they will be listened to and taken seriously.

Monitoring

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed.

It will cover:

- staff turnover and reasons for leaving
- exit interviews
- attendance of new staff at child protection training

Single Central Record

The responsibility of ensuring the SCR is up to date and includes all employees and details is the School Business Manager. The Headteacher and COG will check this on an annual basis.