



## **SAFER RECRUITMENT POLICY**

The School takes its responsibility to safeguard and promote the welfare of children very seriously (under section 175 of the Education Act 2002).

This policy has been developed in accordance with the principles established by the Children Acts 1989 and 2004; the Education Act 2002, and in line with government publications: 'Working Together to Safeguard Children' 2013. The guidance reflects, 'Keeping Children Safe in Education' 2014. It is intended to ensure that all stages of the recruitment process contain measures to deter, identify, prevent and reject unsuitable people from gaining access to students within school.

We recognise that all adults, including temporary staff, volunteers and governors, have a full and active part to play in protecting our students from harm, and their welfare is our paramount concern.

The appointment of staff is one of the most important employment responsibilities of a school. We take all reasonable steps to avoid against employing people who might harm children. Safeguarding children is a priority and incorporating safeguarding measures in the recruitment process is an essential part of that.

It is important to deter potential abusers from the beginning of the recruitment process by showing that we have a rigorous process that does not tolerate any form of abuse. All advertisements include a statement about our commitment to safeguarding and promoting the welfare of children. All advertisements state the need for the successful applicant to undertake an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS). All job descriptions and personal specifications also state the requirement of an enhanced DBS check. All candidates are also made aware that they must be legally entitled to work in the UK and comply with the Immigration, Asylum and Nationality Act regulations.

An information pack is available to all prospective applicants, included in this are copies of our Child Protection and Safeguarding Policy and the Local Authorities guidance on employing people with criminal convictions.

All applicants are required to complete our application form with a supporting letter of application. We do not accept applications by CV or letter only as they are left to the discretion of individual applicants and contain only information that they choose to provide. Using an application form provides a 'safety net' in the recruitment process as candidates are required to sign a statement to confirm the accuracy of the information they have provided and are warned about the potential consequences of false statements.

To support the safeguarding of children, all application forms are scrutinised to ensure that:

- They are fully and properly completed
- The information provided is consistent and does not contain any discrepancies, and
- Any gaps in employment are identified.

Incomplete applications will not be accepted. Any anomalies or discrepancies or gaps in employment identified will be noted so that they can be taken up as part of the consideration of whether to shortlist the applicant.



Once shortlisting has taken place and the successful candidates have been selected, an invite to interview pack is sent to all candidates as part of the invite to interview process. Within this pack there is a letter that reiterates the need for the successful applicant to undertake an enhanced DBS check. Copies of our Child Protection and Safeguarding Policy and the Local Authorities guidance on employing people with criminal convictions are also sent to candidates.

References are requested for all shortlisted candidates, including internal ones, prior to interview so that any issues of concern raised can be explored further with the referee and / or taken up with the candidate at interview. In rare circumstances, it might not be possible to obtain references prior to interview, either because of delay on the part of the referee, or because a candidate has exceptional reasons to the current employer not being approached until a later stage. However, obtaining references prior to interview is the aim in all cases.

The candidate nominates their own referees. However, we insist that the current (or most recent) employer is always one of the referees. If the employer is / was a school then the referee provided must be the Headteacher. Where the applicant is not currently working with children but has done in the past, the second referee should be the employer by whom they were most recently employed to work with children.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. All references are checked to ensure that all specific questions have been answered satisfactorily. Referees are asked to complete the school's pro-forma which asks if the candidate has ever been the subject of any child protection issues or concerns, if the candidate is suitable to work with children and if would they recommend the candidate without reservation. If all questions have not been answered or the reference is vague or unspecific, the referee will be contacted and asked to provide written answers or clarification as appropriate.

The information given in the reference is also compared with the application form to ensure that the information provided about the candidate and their previous employment by the referee is consistent with the information provided by the applicant on the application form. Any discrepancy in the information will be taken up with the applicant and the referee.

References provided by the candidate or open references and testimonials addressed 'to whom it may concern' are not relied upon.

On the day of interview all shortlisted candidates are required to bring identification in accordance with DBS requirements, appropriate documents that must be able to satisfy the requirements of the Immigration, Asylum and Nationality Act and qualifications. Their identification is checked and copied by Reception staff prior to their interview.

If any candidate applications forms were received unsigned or signed electronically the candidates will be asked to sign the Disclosure section at interview.

All selection (interview) panels will consist of at least two senior members of staff, at least one of these staff will have a Safer Recruitment qualification.

A range and balance of interview questions that relate to the person specification criteria are devised for each interview. In addition to assessing and evaluating the applicant's suitability for the particular post, the selection panel will also explore:

- The candidate's attitude toward children and young people



- Their ability to support the Local Authority and school's agenda for safeguarding and promoting the welfare of children
- Their understanding of safeguarding
- Any concerns, inconsistencies or discrepancies in their application form. The answers to these questions will also be followed up with referees

At the end of the interview all candidates are advised that if they are successful, their offer of appointment is conditional, and is made subject to a satisfactory DBS check, references and medical clearance. They are asked if they foresee a problem with this and given an opportunity to discuss any concerns they may have.

Where a reference has not been obtained on the preferred candidate before interview, school will ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is finally confirmed.

The successful candidate will be offered the appointment subject to:

- References satisfactory to the employer (if not possible to obtain prior to interview)
- Satisfactory completion of an enhanced criminal record with barred list check through the Disclosure and Barring Service (DBS)
- Medical and other employment checks undertaken by the Local Authority
- Verification of qualifications
- Legal right to work in the UK
- Academic and teaching qualifications (if applicable)
- Prohibited from teaching check (if applicable)
- Medical fitness to teach / work directly with children

The successful candidate will then be sent an appointment letter which confirms their appointment and that it is subject to the above pre-employment checks. Along with their appointment letter the successful candidate will be provided with copies of policies and procedures in relation to:

- Safeguarding and promoting the welfare of children, e.g. child protection, anti-bullying, anti-racism, physical intervention / restraint, intimate care, internet safety and safeguarding procedures;
- Social Media Policy
- Procedures and Protocols
- Staff Code of Conduct
- Information on how and with whom any concerns about those issues should be raised; and other relevant personnel procedures, e.g. disciplinary, capability and whistleblowing.

The successful candidate is asked to sign to confirm that they have received all these policies.

In circumstances where any of the pre-employment checks prove to be unsatisfactory, a conditional offer will be withdrawn where it is appropriate to do so.

Induction is an extension of the recruitment process. Good recruitment and selection procedures help to ensure that the best person is appointed to the role, but it is equally important to induct them properly on commencement.

An induction programme is required for all new members of staff. The induction programme includes information on professional standards and boundaries in respect of child protection and safeguarding and promoting the health, safety and welfare of pupils. Reference is made to relevant statutory requirements and / or local guidance in these areas. Statutory guidance includes, in particular, the DfE documents:



- 'Keeping Children Safe in Education' - all staff are required to read at least 'Part One – Safeguarding Information for All Staff'
- 'Working Together to Safeguard Children' - which should be read and followed by all staff

The importance of adhering to school policies and procedures in these and all other areas will also be emphasised. Care will be taken to ensure that all new employees, are aware of and understand school policies, procedures and practices and are clear about their responsibilities in following them at all times. All employees and workers will be required to read and adhere to our Code of Conduct.

Supply teachers and other supply workers, including agency workers, as well as volunteers, will receive all necessary information and guidance to enable them to carry out their temporary role effectively and in accordance with statutory requirements, as well as the establishment's policies, procedures and practices. This will include in relation to child protection and safeguarding arrangements.

It is never sufficient to assume that a safer recruitment and selection process and robust induction arrangements are enough to ensure that the students are safe and that there is no risk to them within school. Creation of a safe culture, with on-going vigilance is essential.

The school will continue to strive to create and maintain a safer culture by:

- Having in place, and putting into practice, clear policies and procedures and ensuring that all employees and workers are aware of and understand them
- Setting acceptable standards of behaviour
- Having in place clear procedures for reporting concerns, ensuring that all employees and workers know what the procedures are and their responsibility for following them
- Taking concerns seriously and providing support to individuals raising them
- Taking appropriate action in relation to concerns raised
- Having in place robust and appropriate induction arrangements
- Ensuring that all employees and workers undertake child protection and other relevant training on a regular basis
- Keeping the commitment to safeguarding and child protection on the agenda through regular discussion and / or reminders at staff meetings, training sessions etc.
- Learning from experience
- Never thinking that enough has been done to ensure a safe culture.
- Ensuring all staff have received adequate up-to-date safeguarding training.

**This policy also links to our policies on:**

- Child protection and Safeguarding Policy
- Staff Code of Conduct
- Whistleblowing
- Allegations against staff
- Recruitment and Selection

[Keeping Children Safe in Education July 2015](#)

In July 2015, the DfE updated the statutory guidance on safeguarding. Full guidance, ***Keeping Children Safe in Education*** at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447595/KCSIE\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447595/KCSIE_July_2015.pdf)



Eight page summary for staff at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/447596/KCSIE\\_Part\\_1\\_July\\_2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/447596/KCSIE_Part_1_July_2015.pdf)

This document is intended to support schools making urgent necessary updates to their safeguarding policies. It is not a complete solution but a starting point for discussion.

School details

**Governors' Responsible:**

Full Governors

**Named Governor for Child Protection:**

Jan Wood

**Designated Person for Child Protection:**

Vicki Schumacker

**Status & Review Cycle:**

Bi-Annual

**Next Review Date:**

March 2018