



ST. ANNE'S C.E.(VC) PRIMARY SCHOOL



SAFER RECRUITMENT POLICY **'Making Learning a Life Long Friend'**

Approved:	Summer 2019
Review Date:	Summer 2020

This policy has been adopted from Capita HR Solutions.

1. Introduction

The purpose of this policy is to enable the school to safeguard pupils by setting out the requirements of a safer 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. Identification of Recruiters

The school will maintain a position where at least one recruiter on each interview panel has successfully completed appropriate training in safer recruitment procedures.

3. Inviting Applicants

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

"The school is committed to safeguarding children and young people, and expects all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure & Barring Service which will require you to disclose all unspent/unfiltered criminal convictions."

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

- job description and person specification (including reference to staff safeguarding responsibilities, and suitability to work with children);
- information regarding safeguarding policy;
- the selection procedure for the post;
- an application form.

3.3 All prospective applicants must complete, in full, an application form. These practices will help to deter unsuitable applicants.

4. Short listing and References

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

4.2 Where possible, references will be taken up before the selection stage, so that any issues arising can be explored with the referee, and probed during the interview.

4.3 References will be sought directly from the referee.

- One of the referees must be the current employer; where previous/current employment is in a school, the referee must be the Headteacher (or chair of governors for Headteacher recruitment)
- One of the referees must be able to comment on suitability to work with children, where possible.

4.4 References provided by the candidate will never be accepted without validation of content.

4.5 Where necessary, referees will be contacted by telephone or email to clarify any anomalies or discrepancies. A written record will be kept of such exchanges.

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

4.7 Referees will always be asked specific questions about:

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

4.8 Applicants are entitled to see and receive, if requested, copies of their employment references.

5. Prohibition Orders (teaching roles and/or management roles in independent schools)

5.1 A Prohibition Order check will be made using NCTL Teacher Services in all cases where an applicant is to undertake a teaching role, or a management role in an independent school.

5.2 Prohibition orders prevent a person from carrying out teaching/ management in an education setting. A person who is prohibited must not be appointed to a relevant role.

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 (which may be via visual electronic link).

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 check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. Employment Checks

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS application/ childrens barred list check (or DBS update service check) which will be processed in line with school criminal record checking policy
- to provide a satisfactory certificate of good conduct relating to time spent living outside of the UK and/or a check of EEA teaching restrictions where requested
- to pass a prohibition check (for all teaching staff/ or management roles in independent schools)
- to provide certificates of professional qualifications, as deemed appropriate by the school
- to provide proof of their right to work in the United Kingdom
- to complete a childcare disqualification declaration where applicable
- to complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role

7.2 Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status.

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have obtained academic or vocational qualification/s required for the position and claimed in their application form.

7.3 Fitness to undertake the role

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant may be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. Where required, reasonable adjustments will be considered to accommodate health conditions.

7.4 Individuals who have lived or worked outside the UK

When appointing a candidate who has spent a significant period of time overseas, a Certificate of Good Conduct (or equivalent) should be obtained from the appropriate embassy. The school will also check if applicants are subject to restrictions applied by an EEA state through the Teacher Services portal.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and all pre-employment checks completed before making an appointment decision.

7.5 Childcare Disqualification Declaration

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work in a relevant setting.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during and outside of school hours for children in the early years age range; and
- Later years provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8.

8. Offer of appointment

The appointment of all new employees is subject to the receipt of satisfactory pre-employment checks. This practice will help to reject unsuitable applicants.

9. Single Central Record (SCR)

The school has a statutory obligation to maintain a single central record of checks for all staff (including supply staff, and teacher trainees on salaried routes) who work at the school. The details of the pre-employment checks completed at 7.1 must be recorded in the single central register.

10. Induction

- 10.1 All staff who are new to the school will receive induction training that will include statutory and local safeguarding policies as well as guidance on safe working practices and staff code of conduct/behaviour policy.
- 10.2 Regular meetings will be held during the first 3 months of employment between new employee(s) and the appropriate manager(s).
- 10.3 The school recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger safeguarding policy framework for all staff. The school will therefore provide ongoing training and support for all staff.

11. Agency/Contractor/third party staff

- 11.1 All adults working in the setting who are employed by a third party will have the nature of the role, and risk of contact with children assessed.
- 11.2 Where a risk assessment determines that the third party employer will be required to evidence appropriate checks have been completed, and a suitability decision has been made, the school will secure written confirmation of this from a senior representative of the employer.

- 11.3** The school will check the identity of staff provided by a third party who are working in school.

12. Volunteers

- 12.1** Volunteers will be recruited in line with this policy; a risk assessment will inform the appropriate process. The level of DBS check (if required) will be determined based on the level of supervision they receive whilst supporting school activities.
- 12.2** When determining the appropriate level of DBS check for volunteers the school will consider the statutory guidance provided in Keeping Children Safe in Education regarding supervision and regulated activity.
- 12.3** Governors are volunteers, however school governance regulations from 1st September 2016 require all maintained school governors to have an enhanced DBS check. In addition, governors are required to declare that they are not disqualified from holding office as a governor.