



## SAFER RECRUITMENT POLICY

This policy is linked to the safeguarding/child protection policy which is statutory policy and is reviewed annually.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the commitment.**

### Introduction

Christ Church primary school is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

We are committed to using disciplinary procedures that deal effectively with adults who fail to comply with the school's safeguarding and child protection procedures and practices, including referring any allegation of abuse against an adult working with children to the Local Authority designated Officer (LADO) within one working day of the allegation being made. A referral will be made if an adult has:

- Behaved in a way that has harmed a child, or may have harmed a child
- Possibly committed an offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

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

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Single Equality Scheme.

We will ensure that people are treated solely on the basis of their abilities and potential, in line with our Single Equality Scheme.

We will comply with the requirements of DfE Keeping Children Safe in Education.

## **Roles and Responsibilities**

### **The Governing Body of the school will:**

- Ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor the school's compliance with them
- Ensure the appropriate staff and governors have completed safer recruitment training

### **The Headteacher will:**

- Ensure the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the school (See Appendix 1)
- Monitor any contractors' and agencies' compliance with this document
- Promote the safety and well-being of children and young people at every stage of this process

## **Appointments and Constitution of Selection Panel**

Selection panels will comprise of a minimum of three people. In accordance with statutory requirement, every selection panel will have at least one member who has undertaken Safer recruitment Training.

## **Advertising**

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. This will normally mean placing an advert externally. However, where there is a reasonable expectation that there is sufficient, suitable qualified internal candidates, or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow the procedures set out in the policy.

All advertisements for posts will include the following statements:

*"This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment"*

*This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application form.*

## **Information for Applicants**

All applicants will be provided with:

- A job description outlining the duties of the post, and a person specification
- An application form (CVs will not be accepted)
- A description of the school, relevant to the vacant post
- Reference to the school's policy on Single Equality
- Reference to the Safeguarding/Child Protection Policy, safer recruitment and selection procedures, DBS and other pre-employment requirements, references required
- An outline of terms of employment including salary
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not expired.

## **Short Listing and Reference Requests**

The selection panel will shortlist applicants against the Person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the selection process. Candidates are entitled to see and receive copies of their references and should request these from their referees.

References will be sought directly from the referee and, where necessary, s/he will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

If a candidate for a post working with children is not currently employed in post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving.

Reference requests will ask the referee to confirm, in writing:

- The relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance history and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Whether the candidate has been subject to disciplinary action relating to the safety and welfare of children, including where the sanction has expired, and the outcome of this
- Details of any substantiated allegations or concerns about the candidate's suitability to work with children and young people (if so, the school will ask for specific details of the concerns)

and the reasons why the referee believes the candidate may be unsuitable to work with children)

- The candidate's suitability for the post with explicit reference to the job description and person specification

All appointments are subject to satisfactory references, vetting procedures and DBS clearance recruitment process. After six months, all information about unsuccessful candidates will be securely destroyed.

### **Pre-appointment checks**

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon completion of pre-employment checks. When appointing new staff we will:

- Verify a candidate's identity from current phot ID (originals) and proof of address (originals) except where, for exceptional reasons, none is available; the advice of HR will be sought if this is the case
- Obtain a certificate for an enhanced DBS check with barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred list check if, after carrying out a risk assessment, an individual will be judged as suitable to work in regulated activity before the DBS enhanced disclosure is available
- Check that a candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access Online Service
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed
- Verify the candidate's mental and physical fitness to carry out their responsibilities (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities)
- Verify professional qualifications (original certificates), as appropriate
- Require the candidate to complete the school's staff suitability declaration (to check for potential 'by association' safeguarding concerns) where applicable to the role in school i.e. in a 'relevant childcare' role-Appendix 2
- Check that all Section 128 checks have been completed for departmental heads

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

## **Offer of Employment by the Selection Panel**

The offer of employment by the selection panel and acceptance by the candidate is binding to both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed, normally by offer letter, that the appointment is subject to satisfactory completion of these checks.

## **Personnel file and Single Central Record**

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form-signed by the applicant
- Interview notes-including explanation of any gaps in the employment history
- References-minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of academic qualifications
- Evidence of medical clearance from the occupational health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central record of employment checks in accordance with DfE guidance.

## **Start of Employment and induction**

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken. Exceptions will never be made in the case of the Barred List and Teacher Prohibition checks.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

## **Adults working with children who are not directly employed by the school**

### **Supply Staff**

We will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. We will carry out identity checks when the supply staff member arrives at school.

### **Peripatetic Staff**

We will ensure that the necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

### **Volunteers**

We carry out DBS pre-start vetting checks appropriate to the post (as above) and require regular volunteers to provide details of two references. References are taken up, as detailed in this policy. Volunteers who help on an occasional basis (e.g. trips/PTFA events) are supervised, in accordance with legislation. We create and complete risk assessments for volunteers.

### **Students on work experience**

Students on work experience will always be supervised.

### **Contractors**

We ensure that contractors, or any employee of the contractor, working at the school have been subject to the appropriate level of DBS check, if any such check is required.

Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken will be supervised if they have contact with children.

**We will check the identity of contractors and their staff on arrival at the school.**

**This policy will be reviewed regularly and updated to reflect any changes to legislation and statutory guidance.**

**Accepted: September 2017**

**Reviewed and updated: September 2018**

## **Appendix 1**

### **Regulated activity in relation to children**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550197/Regulated\\_activity\\_in\\_relation\\_to\\_children.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf)

### **DBS Guide to eligibility**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/519060/Guide\\_to\\_eligibility\\_v8.1.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/519060/Guide_to_eligibility_v8.1.pdf)