



**Christleton Primary School**  
**Be the best you can be**

**Safer Recruitment  
Policy**

Date of Policy	February 2017
Policy Reviewed	
Next Review	February 2020
Signed Head teacher	
Signed Chair of Governors	

# Christleton Primary School

## SAFER RECRUITMENT POLICY

### INTRODUCTION

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

- ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- ensure that all job applicants are considered equitably and consistently;
- ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DFE) in "Keeping Children Safe in Education" , 'Working Together to Safeguard Children ' .  
Safeguard Children" and the code of practice published by the Disclosure and Barring Service (DBS);
- ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably head teachers and deputy head teachers. These requirements change from time-to-time and must be met. Information relating to this is available from the LA when required.

### TRAINING FOR SAFER RECRUITMENT

All recruitment and selection procedures which involve external candidates will be co-ordinated in school and attended by at least one member of the senior leadership team (Appointing Officer), who has gained accreditation in safer recruitment procedures. The Appointing Officer will ensure that others (staff and governors), who will be involved in the appointment process are aware of the safer recruitment requirements.

## **INVITING APPLICATIONS**

The following statements (bullet points), will be publicised within any advertisement for the recruitment of staff to this school.

- Only applications submitted on the schools application form ( CWAC) will be considered
- Christleton is committed to the protection and safety of its students
- All appointments will be subject to an enhanced DBS check

In publicity materials and within documentation relating to any recruitment and selection procedure the following statement will be used:

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to complete an enhanced disclosure check, from the Disclosure and Barring Service (DBS).

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

- A job description: this will include a specific reference to the responsibility for safeguarding and promoting the welfare of young people.
- A person specification: this will include specific reference to suitability to work with young people, as an essential.
- The selection procedure for the post (key dates) Short listed candidates will receive further information.
- An application form. CV's will not be accepted as a substitute.

All prospective applicants must complete, in full, an application form. This should provide a full history, in chronological order since leaving school, including periods of training and employment, both paid and voluntary. This record should provide start and end dates, and reasons for leaving any employment. Any gaps should be explained.

## **SHORT-LISTING AND REFERENCES**

Short-listing of applicants will be matched against the person specification for the post.

References will be taken up on short listed candidates for teaching posts prior to interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend. All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:-

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record;
- if the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired);
- if any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

## **THE INTERVIEW**

Interviews provide an important opportunity to assess the applicant's suitability to work with young people.

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.

Interviews will 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.

Applicants will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel.
- 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. Applicants will be asked specific questions in relation to this.

## **EMPLOYMENT CHECKS**

All successful applicants are required to provide evidence/ of identity, address and qualifications. Acceptable documentation includes:

- current driving licence (both paper counterpart and plastic card with photograph unless an older version) and passport or full birth certificate; and
- two utility bills or bank statements (from different sources) showing their name and the same current home address; and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- Documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

## **Overseas Checks**

All people who have worked (either as a volunteer or in a paid capacity) or lived outside the UK will be asked to complete Overseas Police Checks, or obtain a Certificate of Good Conduct (as supplied by some countries) prior to starting work at Farndon Primary School for each of the countries concerned at their own expense.

## **Disqualification by association**

For all teaching staff and support staff on appointment (and at the start of each academic year) we ask that the disqualification by association form is completed. The Head Teacher signs to show that the form has been checked. This information is recorded on the school's Single Central Record.

(Disqualification Under the Child Care Act 2006 DFE)

## **INDUCTION**

All staff who are new to the school will receive induction training that will include the school's Safeguarding Policy, Child Protection, and guidance on Safe Working Practices.

Regular meetings will be held during the 6 month probationary period of employment between the new employee(s) and the appropriate line manager(s) to ensure an understanding of the continuing responsibility for safeguarding and promoting the welfare of young people.

## **VOLUNTEERS AND STUDENTS**

All volunteers and students will be given information about the school's safeguarding procedures and working practices.

Prospective volunteers and students are invited to school to discuss their placement with a member of the SLT. Photo identification will be requested at this first meeting. Once the placement has been agreed, the volunteer/ student will be required to complete a DBS disclosure application and receive satisfactory clearance. Parents who volunteer regularly will also be required to complete a DBS application. Where volunteers are working as a 'one off' or not regularly, the volunteer will not be left alone and unsupervised.

**STAFF FROM SUPPLY AGENCIES AND OTHER AGENCIES WORKING FOR SCHOOL**

The school will obtain written confirmation that staff have been properly vetted.