



# SAFER RECRUITMENT POLICY AND PROCEDURES

NORTHBOURNE.NSP.034

Approval date: 20<sup>th</sup> September 2018

Review date: September 2019

Northbourne CE (A) Primary School

Cockcroft Road,  
Didcot  
OX11 8LJ

# Safer Recruitment Policy

## 1. Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout Northbourne CE (A) Primary School, and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education (September 2016).

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff, as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

Northbourne CE (A) Primary School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and Child Protection procedures and practices.

As an employer, we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal 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.

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS) any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

## 2. 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 that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years).

The Headteacher will:

- ensure that 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;
- monitor the compliance of contractors and agencies with this document;
- promote the safety and well-being of children and young people at every stage of this process.

### **3. Inviting Applications**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

*Northbourne CE (A) Primary School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.*

All applicants will receive a pack containing or signposting to the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy
- The selection procedure for the post
- An application form
- Copy of the School's Code of Conduct

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 passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

A curriculum vitae will not be accepted in place of a completed application form.

### **4. Identification of the Recruitment Panel**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post

Reference requests will include the following:

- Applicant's current post and salary
- Attendance record
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

## 5. Invitation to Interview

Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

## 6. The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises. Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

## 7. Employment Checks

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom.

All checks will be:

- Confirmed in writing
- 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.

Employment will commence subject to all checks and procedures being satisfactorily completed.

## 8. Induction

All staff and volunteers who are new to the school will receive information on the school's Safeguarding Policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour through the school's Code of Conduct. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor

- Meet regularly with their line manager
- Attend any appropriate training including generalist child protection training

## **9. Supply Staff**

Northbourne CE (A) Primary School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

Identity checks are carried out when the individual arrives at school.

## **10. Peripatetic Staff**

Northbourne CE (A) Primary School will require and seek confirmation that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.