



SAFER RECRUITMENT POLICY

May 2019

RECRUITMENT AND SELECTION POLICY STATEMENT

St. Peter's C E Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share in this commitment. The Head teacher and Governors are committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. We recognise that a motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the role is critical to the school's performance and fundamental to the delivery of a high quality service.

1 AIMS

The aim of this policy is to:

- ensure that the safeguarding and welfare of children and young people takes place at each stage of the process 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
- ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of race, nationality, gender, religion, faith, age, disability, marital status or sexual orientation.

2 SCOPE

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a Head teacher or Deputy Head teacher is being appointed, the Governing Body will consult with the DLAT central team about the recruitment process. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Head teacher for appointing staff other than the recruitment of a new Head teacher.

3 EQUAL OPPORTUNITIES

St. Peter's School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, religion, faith, age, disability, ability, marital status or sexual orientation. In line with the Single Equality Act the school will make reasonable adjustments to its recruitment process if an applicant makes us aware they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

4 SAFER RECRUITMENT TRAINING

It is a requirement that at least one member of the interview panel has completed the Safer Recruitment Training successfully prior to the start of the recruitment process. At least one governor will have completed the safer recruitment training. The Head teacher and safeguarding governor are currently trained.

5 INVITING APPLICATIONS

5.1 All advertisements for posts will include the statement: **The successful applicant will need to meet all the requirements of the post and will be subject to an enhanced DBS check. St.Peter's CE Primary School is committed to the protection and safety of its pupils.**

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

- job description and person specification
- letter of information
- an application form
- direction to relevant school policies, e.g. Child Protection policy, Recruitment Policy (this document) and the school website

5.3 All prospective applicants must complete, in full, an application form with a supporting letter providing any further relevant information.

6 SHORT-LISTING AND REFERENCES

6.1 Short-listing of candidates will be against the advertisement, job description and person specification for the post

6.2 References will be taken up *before* the interview stage, so that any discrepancies can be probed during the interview. If references for the successful candidate have not arrived in time, the job will be offered subject to suitable references being received

6.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted

6.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges

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

6.6 Referees will always be asked specific questions about:

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

6.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6.8 Email references may be received beforehand to assist with the interview process, but all offers will be subject to the receipt of a signed hard-copy from each referee.

7 THE SELECTION PROCESS

7.1 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. Short-listing will be completed by a minimum of two governors who will cross-reference the applications with the advertisement, job description and person specification

7.2 Interviews will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview even if there is only one candidate.

6.3 Interview Panel: A minimum of two interviewers will form the interviewing panel, but preferably three. The members of the panel will:

- have the necessary authority to make decisions about appointments
- be appropriately trained, (one member of interview panel will have undertaken the training in accordance with the NCTL Safer Recruitment Training)
- meet before the interviews to:

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- a. reach a consensus about the required standard for the job to which they are appointing
- b. consider the issues to be explored with each candidate and who on the panel will ask those questions
- c. agree their assessment criteria in accordance with the person specification
- d. agree a standard set of questions in order to assess the candidates' suitability for the role.

Where a candidate is known personally to a member of the selection panel it will be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

8 SCOPE OF THE INTERVIEW

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children
- gaps in the candidate's employment history
- concerns or discrepancies arising from the information provided by the candidate and/or a referee
- ask the candidate if they wish to declare anything in light of the requirement for a DBS check

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (References will be obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

9 CONDITIONAL OFFER OF APPOINTMENT

9.1 An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity
- verification of eligibility to work in the UK
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status
- verification of c on the barred vetting list
- a check of DCSF List 99 and a satisfactory DBS Enhanced Disclosure
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non teaching posts) satisfactory completion of the probationary period.

9.2 Advice will be sought from Human Resources if a DBS Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

9.3 All checks will be:

- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
- recorded on the school's central record database
- followed up where they are unsatisfactory or there are discrepancies in the information provided. Where:
 - the candidate is found to be on List 99 or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or,
 - an applicant has provided false information in, or in support of, his/her application; or,
 - there are serious concerns about an applicant's suitability to work with children,

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The school will liaise with Human Resources if this should be the case for advice regarding the process to follow and the referrals required to the police and/or the DFE Children's Safeguarding Operations Unit.

10 INDUCTION

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. See Staff Induction Policy.

11. Volunteers

We recognise that many parents and other volunteers help regularly in the classroom and with activities associated with St.Peter's and in so doing provide us with much needed and valuable support. St.Peter's School requires all volunteers that come into close contact or regular contact with children to obtain a DBS check; this will be processed by the school secretary. We have used the DfE guidelines in defining regular contact as more than 3 times in a 30 day period or overnight. The Head teacher will use her skills and knowledge to consider the suitability of the person volunteering their time and skills to the school. Should a volunteer not be known to the school community, then the Head will make a risk assessment as to if references should be sought. Under no circumstances will volunteers be allowed to work unsupervised with children until a satisfactory DBS check has been obtained. Volunteers will be asked to read and sign a volunteer "code of conduct" (see Appendix 2). The code of conduct will contain advice regarding safeguarding children and how volunteers should proceed if they have any concerns.

12. Governors

Our governing body have agreed to ensure that all new and reappointed governors have a DBS current certificate.

14. Supply Staff

14.1 Where supply staff are employed directly by St.Peter's we will complete all relevant checks as for other employed staff. This will be recorded on the single central record

14.2 St.Peter's does not use agency supply staff other than the one recommended by the LA (Celsian) who are all DBS checked and will only do so in an absolute emergency.

15. Monitoring, reviewing and assessing impact

This policy will be regularly monitored and reviewed by staff and governors on an annual basis at the same time as the Child Protection policy to ensure that it is effective in helping St.Peter's to recruit and retain excellent, well motivated staff who share our ethos of safeguarding and promoting the welfare of children and young people.

Recruitment and Selection Checklist

PRE-INTERVIEW	INITIALS	DATE
Planning Timetable decided: person specification and job description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
Vacancy Advertised (where appropriate) Advertisement includes reference to safeguarding policy i.e. statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked.		
Applications - on receipt Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing.		
SHORTLIST PREPARED		
Reference – seeking Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy and if applicant is recommended for the post without reservation		
References – on receipt Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible).		
Invitation to Interview Includes all relevant information and instructions.		
Interview Arrangements At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards.		

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INTERVIEW	INITIALS	DATE
<p>Explores applicants' suitability for work with children as well as for the post. Safeguarding question</p> <p>N.B. Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application of DBS Disclosure.</p>		
<p>Conditional Offer of Appointment: Pre Appointment Check Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non teaching posts a probationary period.</p>		
<p>References (if not obtained and scrutinised previously)</p>		
<p>Identity (if that could not be verified straight after the interview)</p>		
<p>Qualifications (if not verified on the day of interview)</p>		
<p>DBS – Where appropriate satisfactory DBS check received</p>		
<p>List 99 – person is not prohibited from taking up the post</p>		
<p>Health – the candidate is medically fit</p>		
<p>QTS – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS</p>		
<p>Statutory Induction (For teachers who obtained QTS after 7 May 1999)</p>		