

# **Kilby St Mary's CofE (Aided) Primary School**

## **Safer Recruitment Policy**

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### **SAFER RECRUITMENT POLICY**

**This policy ensures accordance with DCSF Safer Recruitment guidance.**

Kilby St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this our recruitment and selection policy is in accordance with both local and national guidance.

## **SAFEGUARDING POLICY CROSS REFERENCE**

**Please read this policy in conjunction with the School Child Protection Policy 2013 (named Safeguarding Policy 2013) alongside the guidance found in the Safeguarding Children Board Handbook [www.gscb.org.uk/handbook](http://www.gscb.org.uk/handbook) and the guidance on safer working practices outlined in [www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguardingadvisernetwork/sanetwork/](http://www.dcsf.gov.uk/everychildmatters/safeguardingandsocialcare/safeguardingchildren/safeguardingadvisernetwork/sanetwork/)**

Kilby St Mary's Primary School will be at the heart of the community; a place where everyone is keen to achieve and share in success, making best use of all resources and celebrating diversity. Everyone will have a clear understanding of their contribution to the School in its central role of raising standards; educational, physical, moral and social.

The school is committed to ensuring equal treatment of all its employees, pupils and any others involved in the school community, with any form of disability and will ensure that disabled people are not treated less favourably in any procedures, practices and service delivery. Furthermore our school will actively promote positive attitudes towards disability and will aim to secure the best possible provision for members of our community in order that they are able to access the school site to the full.

Safer recruitment is an important part of safeguarding children.

This policy outlines the steps we can take to try to ensure that the people who are employed by Kilby St Mary's Primary School are safe to work with children and young people.

### **Safer recruitment has key elements which are:**

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

### **Purpose**

The aims of safer recruitment are:

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;
- Develop partnership working.
- Having a safe culture is a key part of safeguarding

### **The school does this by:**

- Having effective recruitment including the undertaking of full pre-employment checks ie CRB, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of

qualifications (if necessary for the post), job application form and health statement.

- Furthermore, recruitment documents and job descriptions include the school's policy on safeguarding children "**This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**", with job descriptions making clear how much responsibility for safeguarding and promoting the welfare of children is involved for each particular post;
- Having effective induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding; Having open and transparent practice; Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind.

This policy operates in relationship to standard operating child protection procedures.

## **STAGES OF THE RECRUITMENT PROCESS**

### **1 Decision to Recruit**

All interview panels will understand their role, and will include at least two staff and governors who have been trained. The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children

### **2 Advertising the Post**

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people such as "**This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**", as well as the requirement for **completion of an enhanced Criminal Records Bureau (CRB) check**. This will also be reflected in the information pack sent to all applicants.

### **3 Application Process**

Application forms (including the Safer Recruiting Additional Information Sheet – for shortlisted candidates only) will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK

- Full details of qualifications relevant to the position applied for including awarding body and date of award
  - Teachers will need to provide DfES number and GTC registration
  - Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
    - Declaration of any family or close relationship to existing or potential employees or employers
      - Details of referees – one of whom must be current or most recent employer.
        - For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
          - A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the CRB checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

#### **4 Taking up references for shortlisted candidates**

References will be sought for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by the school must be signed or countersigned by the headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

#### **5 The Interview**

These will be on a face to face basis wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of

cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence.

## **6 Pre Employment**

In addition to the checks already detailed the school will ensure that a pre employment health check is completed, as well as obtaining a CRB Enhanced Disclosure. For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre employment checks being completed satisfactorily.

## **Induction**

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti bullying, anti discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and whistle-blowing which should be on display on staff notice boards
- In addition all staff will be made aware of the channels for raising any concerns.

## **7 Ongoing Employment**

Kilby St Mary's Primary School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through performance management. It will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. It will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.

## **Role Responsibility**

### **Governors**

- Establish this policy
- Monitor and review the effectiveness of this policy
- Be familiar with DCSF guidance on Safer Recruitment

Ensure that at least two governors with the correct level of training sit on each

interview panel.

**Headteacher**

- Ensure structures are in place to support the effective implementation of this policy
- Consult on this policy
- To ensure adequate numbers of staff and governors complete Safer Recruitment Training

**Interview Panels**

- To ensure child protection is central to the interview process and that all procedures are followed as explained above
- To ensure that at least one member of the panel is Safer Recruitment accredited with NCSL

**Administrative staff**

To ensure vetting and checking processes are in place and followed

**All Staff**

To follow child protection policies and procedures  
Arrangements for Monitoring and Evaluation  
Cross-reference “Single Central Record of Recruitment and Vetting Checks”  
with staff salary list and volunteer list  
Governors’ Standards Committee review vetting and checking processes

**Date established by Governing body:**

**Date Reviewed:**

**Date of review:**

Signed: ..... Date: .....

Chair of Governors

Signed: ..... Date: .....

Head Teacher