

# Martley CE Primary School



## Safer Recruitment Policy



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### 1. Introduction

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

- 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.

The Policy should be read in conjunction with the school's '*Safeguarding Children Policy*' September 2017.

It also reflects the training in safer recruitment and the guidance given in The Department for Education's (DfE's) statutory safeguarding guidance, *Keeping Children Safe in Education, updated from 5<sup>th</sup> September 2016*.

This policy also incorporates the guidance given in Education HR *Recruitment and Selection Policy (Oct. 2013)*.

### 2. Statutory Requirements

There are some statutory requirements for the appointment of some staff in schools – notably Head Teachers. These requirements change from time-to-time and must be met.

### 3. Identification of Recruiters

Subject to the availability of training, the school will have at least two members of the governing body who have successfully received accredited training in Safe Recruitment procedures, in addition to the Head Teacher.



## 4. Inviting Applications

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS check with barred list check.”*

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

- job description and person specification;
- the school’s Safeguarding/child protection policy summary and access to the full document;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.
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4.3 All prospective applicants must complete, in full, an application form.

## 5. Short-listing and References

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

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

5.4 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.

5.5 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.



5.6 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.

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

## 6. The Selection Process

6.1 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.

6.2 Interviews will always 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 (which may be via visual electronic link).

6.3 Candidates will always be required to:

- explain satisfactorily any gaps in employment;
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- declare any information that is likely to appear on a DBS disclosure;
- demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 7. Employment Checks

All successful applicants are required to:

- provide proof of identity
- complete a satisfactory enhanced DBS check with barred list check
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- provide proof of eligibility to live and work in the UK



## 8. Induction

- 8.1 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.
- 8.2.1 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

The process will ensure that the latest guidance is referenced during the process, taken from the WSSCB. Below is the information as of **September 2017-'Safeguarding Children' Policy (Martley)**

## 9. Safer Recruitment and Selection of Staff

- 9.1 The recruitment process is robust in seeking to establish the commitment of candidates to support the school's measures to safeguard children and to identify, deter or reject people who might pose a risk of harm to children or are otherwise unsuited to work with them.
- 9.2 All staff working within our school who have substantial access to children have been checked as to their suitability, including verification of their identity, qualifications and a satisfactory barred list check, enhanced DBS check and a right to work in the UK.
- 9.3 All teachers working within our school have been checked using the Teacher Services website to ensure they have been awarded QTS, they have completed their teacher induction and that there are no prohibitions, sanctions or restrictions in place that might prevent them from taking part in certain activities or working in specific positions.
- 9.4 Our governors are subject to an enhanced DBS check without barred list check.
- 9.5 The school maintains a single central record of recruitment checks for audit purposes.
- 9.6 Any member of staff working in regulated activity prior to receipt of a satisfactory DBS check will not be left unsupervised and will be subject to a risk assessment.
- 9.7 Volunteers who are not working in regulated activity, will be supervised at all times.