

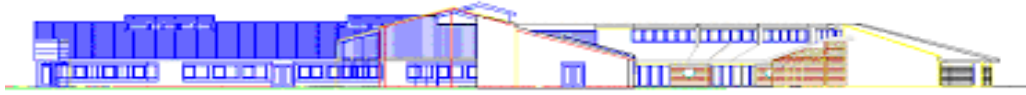
Redhill Primary School

Safer Recruitment Policy

Signed

A handwritten signature in black ink, appearing to read 'A. Jenkins'.

Mr Adrian Jenkins, Chair of Governors



1 INTRODUCTION

We take recruitment of staff to our School and Nursery very seriously and totally understand that getting it wrong can result in huge failures and put children at unnecessary risk.

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.

2 STATUTORY REQUIREMENTS

We adhere to all statutory requirements and follow Local Authority advice.

3 IDENTIFICATION OF RECRUITERS

With regards to the selection and interview panel, at least one recruiter will have successfully received accredited training in safe recruitment procedures.

At this school we have 3 members of staff and 1 Governor who are trained in Safer recruitment, all certificates are contained in the school safeguarding folder in the Headteacher office.

4 INVITING APPLICATIONS

It is very important that the role is defined very clearly from the onset –

At this school we aim to deter any unsuitable persons from applying – this message starts with the advert.

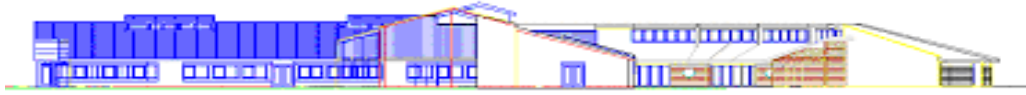
4.1 Advertising: Sending the right message

Three deterrents

- We state the schools commitment to safeguarding and/or the need for DBS certificate/ Barred list check in adverts
- We include statements about the safeguarding responsibilities of the post in the job description and person specification
- We send information about the schools safeguarding policy and practices to candidates

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

“The school is committed to safeguarding children and young people. All successful candidates are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”



4.2 Defining the role, packs to candidates will include -

- a clear job description and person specification or volunteer role profile.
- necessary important skills, abilities, experience, behaviours and attitude/motivation and values towards children and young people.
- responsibility for children in the role
- the school's child protection policy;
- the school's code of conduct;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

4.3 Key information on application forms

- Personal information
- Present employment and reason for leaving
- Full history since leaving school (education and employment or voluntary work)
- Qualifications
- Referees – will be opened prior to interview
- Personal statement to meet person specification
- Signed declaration about criminal record
- Signed declaration that all information is true

4.4 Criminal background: Self-disclosures

Purpose

- To give candidates an opportunity to share relevant information at an early stage
- To allow information to be discussed and considered before the DBS check comes back

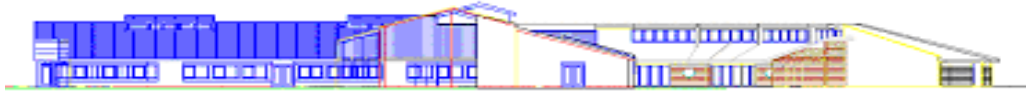
Process

- It is discriminatory to use disclosed information for shortlisting
- Only consider the information of shortlisted candidates
- Should not rule out someone - apply fair assessment criteria
- Continue with DBS check and compare information

4.5 Disqualification by Association

- A successful candidates household must be checked prior to appointment to ensure that the candidate is not disqualified by association
- A declaration to be signed by all new successful candidates working with children 8 and under or have direct management of the provision

This is signed prior to appointment and annually thereafter.



5 SHORT-LISTING AND REFERENCES

5.1 Agreeing selection criteria and process

At this school we -

- base criteria for shortlisting and assessment process on person specification and job description
- are consistent for all candidates
- are specific to work with children
- review criteria regularly

Scrutinising applications and short listing

At this school we -

- take time to properly scrutinise
- have at least two people shortlisting
- identify any inconsistencies
- ensure the application form is fully completed
- look for evidence provided relating to person specification and job description
- scrutinise for gaps
- apply shortlisting criteria equally

References

5.2 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.

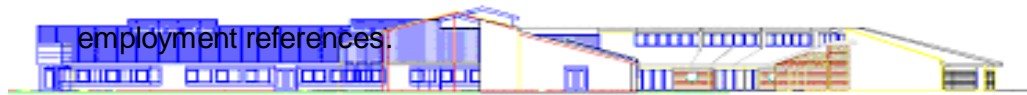
5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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



Scrutinising references

We are aware of -

- importance of reading references - active consideration
- importance of comparing information provided by referee with information provided by applicant
- the need to look for any inconsistencies, or doubts about suitability, follow up and explore with referee

Additional information linked to References

Important part of process of gathering information:

- Reference is needed from current employer
- If candidate not working with children, at least one reference is needed from previous employers where the role involved working with children
- Questions are asked whether they are aware of any behaviour that might give rise to concern, including any disciplinary action
- Ask specifically about allegations about their behaviour towards children
- Specific confirmation of the details and responsibilities of previous post given by applicant
- Consideration of any request by an applicant to delay seeking references from their current employer

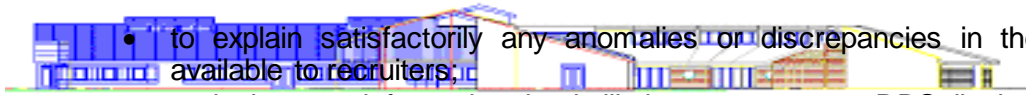
Open references and testimonials

Candidates may sometimes bring 'open' references or letters of recommendation to interview. At this school we are aware that these:

- may be the product of a compromise agreement to avoid disciplinary action
- should never be accepted at face value
- need to be always taken up with own references and/or contact the author of the open reference to verify the content

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;



- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- 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.

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to 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.

Successful applicants will meet with their induction tutor on a regular basis during their first year in school.

This policy is reviewed regularly by the Finance Committee Governors – Latest review March 2016. Next review March 2017 or earlier depending on national legislation changes.