





**Weobley
Primary
School**

Safer Recruitment Policy

Implementation Date: November 2016

Review Date: November 2017 (or in line with national changes)

Signatures

<u>Title</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Head of School:	Mr S Warrell		November 2016
Chair of Governors:	Mrs J Hall		November 2016

Safer Recruitment Policy

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 contents of this policy have been adapted from a model policy that reflects the guidance from DFE on Safer recruitment. It also reflects the training in safer recruitment.

Statutory Requirements

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

Identification of recruiters

Subject to the availability of training, the school will move towards a position in which at least two members of the governing body have successfully received accredited training in Safe Recruitment procedures. Currently Training is held by the Head of School (also a Governor) and The Chair of Governors.

Inviting Applications

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 Criminal Records Bureau disclosure and ISA registration.”

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

- ❖ job description and person specification;
- ❖ the school’s child protection policy;
- ❖ 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.

Short-listing and References

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

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

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

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.

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.

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.

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

The Selection Process

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.

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).

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.

Employment Checks

All successful applicants are required:

- ❖ to provide proof of identity
- ❖ to complete a full, enhanced 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
- ❖ To undertake induction Safeguarding and Prevent training.

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 as well as Prevent Duty.

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