

Leominster Primary School

SAFER RECRUITMENT POLICY



1 INTRODUCTION

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

- 1.1. attract the best possible applicants to vacancies;
- 1.2 deter prospective applicants who are unsuitable for work with children or young people;
- 1.3 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 DFES on Safer recruitment. It also reflects the training in safer recruitment.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably head teachers and deputy head teachers. These requirements change from time-to-time and must be met. This policy is based on guidance given in the “Keeping Children Safe in Education” document issued in September 2016

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will ensure that at least one member of staff involved with interviewing and/or recruiting has ‘Safe Recruiting’ training.

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 disclosure and barred list check.”

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

- job description and person specification;
- the school’s child protection policy including a staff declaration of disqualification by association.
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

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 and at least two members of the recruitment panel should agree criteria based on the persons specification against which applications will be evaluated using an objective scoring system

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:

5.7 the candidate's suitability for working with children and young people;

5.8 any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;

5.9 the candidate's suitability for this post.

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:

6.4 to explain satisfactorily any gaps in employment;

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

6.6 to declare any information that is likely to appear on a DBS disclosure;

6.7 to demonstrate their capacity to safeguard and protect the welfare of children and young people.

6.8 To demonstrate their mental and physical fitness to carry out their work responsibilities.

7 EMPLOYMENT CHECKS

7.1 For all new appointments to regulated activity schools must:

7.2 Verify a candidate's identity and proof of address

7.3 Obtain a certificate for an enhanced DBS check with a barred list information

7.4 Obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available

7.5 Verify the candidate's mental and physical fitness to carry out their work responsibilities

7.6 Check that a candidate to be employed is not subject to a prohibition order through the Employer Access Online service

7.7 Verify the person's right to work in the UK

7.8 If the person has lived or worked outside the UK, further checks as appropriate to be made

7.9 Verify professional qualifications as appropriate

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

Staff Responsible: Headteacher

Policy Reviewed: June 2017

Date of Next Review: June 2018

Ratified by Governors 14th July 2017