

SHIELD ROAD PRIMARY SCHOOL



SAFER RECRUITMENT POLICY

Author/Person Responsible	Headteacher/Chair of Governors
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Review Group	Full Governing Body
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Review Frequency	Every two years
Review Date	February 2027
Previous Review Amendments/Notes	
Related Policies	Child Protection and Safeguarding Whistle Blowing Managing Allegations
Chair of Governor's Signature	<i>Simon Quarrie</i>

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.

2 STATUTORY REQUIREMENTS

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

3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move towards a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

4 INVITING APPLICATIONS

4.1 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 postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

4.2 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.

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

The key features of a safer recruitment process include: -

- time to plan and prepare for the whole recruitment process
- advertising in the appropriate place and drawing attention to safeguarding requirements, including the need for an enhanced DBS check
- requiring all candidates to use a standard application form that provides full details of the applicant's employment history, including gaps in employment
- thorough scrutiny of application forms and letters to identify, and seek to resolve, any discrepancies, anomalies, or omissions. Any queries or concerns being followed up as appropriate
- seeking clarification on the (relevant) criminal background, or potential unsuitability of working with children, of shortlisted candidates
- obtaining at least two independent references which address any specific questions asked about the candidate's suitability for work with children and young people

and following up any concerns. Consideration must also be given to the status and relevance of the referees nominated

- an interview including appropriate tasks that explore the candidate's suitability to work with children as part of the overall assessment. Any issues arising from the application or references should be fully explored with the candidate
- verifying the successful candidate's identity
- verifying any relevant qualification requirements
- verifying suitable medical fitness for the post
- verifying the right to work in the UK
- checking any barring or prohibition orders that may apply
- obtaining an enhanced DBS disclosure and confirming suitability
- including a structured induction process which clarifies safeguarding obligations and responsibilities

7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity;
- to complete a DBS clearance application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to complete a confidential occupational 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.

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

9 BEHAVIOUR

9.1 We recognise that because of their day-to-day contact with children, school staff are ideally placed to observe the outward signs of abuse. Staff in schools will therefore report any inappropriate behaviour/activities to designated staff

9.2 In order that all staff are clear about what behaviour we expect from adults as a school, the school has a Code of conduct which all employees are expected to adhere to. If an adult's behaviour is not in line with this code of conduct with respect to behaviour with pupils, it is expected that their behaviour will be reported to the Child Protection Lead or the governor in charge of Child Protection.