

Red Hill C of E Primary School

Safer Recruitment Policy



Amendment history

Date	Issue	Status	Reason for Amendment	Person responsible
Spring Term 2023	1		New policy needed	

Excellence & Enjoyment, Everyone & everything

At Red Hill C of E Primary School, we look to Jesus as our example in our aspirations for excellence and enjoyment in all that we do. We believe that everyone is unique, and everything is celebrated.

Ephesians 2:10- God created you to be amazing.

Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children.

Red Hill CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The School recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective, and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Purpose

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Red Hill CE Primary School.

It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

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

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 2022*.

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

Practices

The School will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training

The following procedures and practices are in place to ensure the safe recruitment of staff:

Stage 1: Advertising and Inviting Applications

All advertisements for all posts will clearly stipulate the stance adopted by the School by the inclusion of the following 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.”

Stage 2: Pre -Application Pack

Prospective applicants are supplied with the following:

- Application Form;
- Job Description & Person Specification;
- School prospectus and information pack
- Safer Recruitment Policy;
- Safeguarding Policy.
- All applicants must complete the application form in full.

Stage 3 Applicant Short-Listing

- 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.

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.

Stage 4 Interview

Candidates selected for interview will have to provide:

- proof of identity
- certificates of qualifications
- eligibility to live and work in the UK.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- 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.

Stage 5 Successful Candidate: Pre-Employment Checks

Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- complete a satisfactory enhanced DBS check with barred list check
- provide actual certificates of qualifications
- verification of the candidate's medical fitness
- verification of professional status where required e.g., GTC registration, QTS
- the production of evidence of the right to work in the UK

Stage 6 Induction

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post. See induction checklist. The process will ensure that the latest guidance is referenced during the process, taken from the WSCB.

Central Record of Pre Employment Checks

In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment and vetting checks is kept.

This record contains details of checks:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school.

Safer Recruitment and Selection of Staff

- 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.
- 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.
- 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.

- Our governors are subject to an enhanced DBS check without barred list check. A section 128 check will also be carried out as from September 2018.
- The school maintains a single central record of recruitment checks for audit purposes.
- 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. (See model risk assessment)
- Volunteers who are not working in regulated activity, will be supervised at all times.

Rehabilitation of Offenders Disclosure

All posts within Red Hill CE Primary School are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bindovers, including those regarded as spent and have an Enhanced Criminal Records Disclosure.