

## ***Duddon Saint Peter's CE School***



### **Safer Recruitment Policy**

This policy ensures accordance with DfE Safer Recruitment guidance. The school is committed to safeguarding and promoting the welfare of children. In order to ensure this, our recruitment and selection policy is in accordance with local and national guidance.

#### **Aims**

1. To create a learning environment which safeguards and promotes the welfare of children.
2. To put into place recruitment procedures which safeguard and promote the welfare of children.
3. To make efficient arrangements for checks on new staff and volunteers.
4. To ensure that others who employ or supply staff have efficient arrangements for checks on staff.
5. To verify the authenticity of the qualifications of staff.
6. To check and verify the identity of staff.

#### **Guidelines**

1. All staff and volunteers will, as appropriate, be checked with the Criminal Records Bureau.
2. All staff and volunteers will, as appropriate, will be checked with the lists maintained by the DfE, for example List 99.
3. Candidates must confirm identity through official documents.
4. We will record the date, timing or reference of the check in an orderly and accessible way.
5. The Head Teacher has completed the NCSL Safer recruitment course and also holds a current Level 2 Multi agency Certificate in Child Protection from the LA Safeguarding Children board.
6. One or more governors will also complete safer recruitment training.
7. Once staff are in place we will keep simple records that:
  - Note against the name of each staff member whether they are who they say they are,
  - Whether they have the qualifications that they say they do.
  - Whether they have a criminal record, and when these things were last checked and by whom.
  - Know that the local authority has carried out those checks and record the date, timing or reference of the check in an orderly and accessible way.

## **Stages of the recruitment process**

### **Decision to recruit:**

All interview panels will understand their role and will include staff who have been trained. The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children and the person specification will include suitability to work with children. A Safer Recruitment checklist is used, to ensure all procedures are followed.

### **Advertising the post:**

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Criminal Records Bureau (DBS) check. This will also be reflected in the information pack sent to all applicants.

### **Application process:**

Application forms (including the Safer Recruiting Additional Information Sheet – for shortlisted candidates only) will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Teachers will need to provide DfE number and GTC registration
- Full history in chronological order showing employment, study, voluntary work, with any explanations for periods not covered and reasons for leaving employment
- Declaration of any family or close relationship to existing or potential employees or employers
- Details of referees – one of whom must be the current or most recent employer. For an employee not currently working with children, but who has done so in the past, it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe meets the person specification

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will

include any gaps in service or mid career moves from permanent to supply or temporary work.

**Taking up references for shortlisted candidates:**

References will be sought for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by the school must be signed or countersigned by the Head teacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will be then explored at interview.

**The interview:**

These will be on a face to face basis and the same panel will see all the candidates for a post and carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence. Safeguarding issues and questions will be raised as part of the process.

**Pre-employment:**

In addition to the checks already detailed, the school will ensure that a pre-employment health check is completed, as well as obtaining a DBS Enhanced Disclosure. For teachers, the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily.

**Induction**

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare eg. child protection, ant-bullying, anti-discrimination, intimate care, internet safety, acceptable use, E-safety, restraint, Code of Conduct
- Discipline and grievance, capability and whistle-blowing.

In addition, all staff will be made aware of the channels for raising any concerns.

### **Ongoing employment**

Duddon St. Peter's School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management.

We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils.

We will monitor issues as they arise and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.

To support this, we will use the Safer Schools Checklist to monitor our progress.

Date: *February 2020*