

**POLICY FOR SAFER RECRUITMENT**

*“Experience over many years shows the importance of organisations that provide services to children incorporating measures that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them, in the organisation’s recruitment and selection procedures. Making safeguarding and promoting the welfare of children an integral part of HR management in organisations that work with children is an essential part of creating safe environments.”*

National College for School Leadership.

The Safer Recruitment initiative is an essential part of the Every Child Matters agenda, allowing the school’s Leadership Team to:

- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people;
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting;
- help us to review our policies and practices with a view to making them safer.

The latest government guidance emphasises that all organisations that work with children share a commitment to safeguard and promote their welfare and that all organisations that provide services or work with children should:

- have a Leadership Team that is committed to children's well-being and safety;
- be clear about people's responsibilities to safeguard and promote children's welfare;
- have effective recruitment and human resources procedures, including checking all new staff and volunteers to make sure they are safe to work with children and young people;
- have procedures for dealing with allegations of abuse against members of staff and volunteers;
- make sure staff get training that helps them do their job well;
- have procedures about how to safeguard and promote the welfare of young people.

## **Safer Recruitment PRACTICE & PROCEDURES**

***Elmstead 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.***

The statement will be included in:

- Publicity material.
- Recruitment on school website.
- Advertisements.
- Candidate information packs.
- Person specifications.
- Job descriptions.

### **1. Planning and advertising**

Elmstead Primary School will ensure that:

- All recruitment exercises will be carefully planned.
- That the qualities, qualifications and experiences needed for each post will be carefully determined at the beginning of the recruitment process.
- Responsibilities for each recruitment exercise will be allocated to a specific individual within the leadership team.
- Sufficient time will be allocated to the process so that safeguards are not overlooked.

The recruitment pack will contain the following:

- The application form and explanatory note.
- Job description.
- Information on the school.
- Guidance for the candidates.
- The degree of responsibility for children (including applications for support staff).
- A statement about the school's commitment to safeguarding and promoting the welfare of children including the need for CRB checks.
- Details of the post and salary.
- Details of qualifications required.
- Child protection policy statement.
- Statement of terms and conditions relating to the post.

## **2. Application form**

- All applicants **MUST** complete the official application form.
- CV's will **NOT** be accepted in place of the application form.
- All applicants will be expected to provide through the application process.
- Full details of names, former names, DOB, current address, NI number.
- Statement of academic/vocational qualifications.
- FULL history, in chronological order of education and employment.
- Declaration of interest.
- Details of referees.
- One referee **MUST** be current employer.
- Statement that the post is exempt from the Rehabilitation of Offenders Act 1974.
- A signed statement that the applicant is not on List 99.
- A signed statement that the applicant is not subject to sanctions imposed by the GTC.
- Have no convictions or cautions. (If they do, details should be included in a sealed envelope).

Applicants for a teaching post must provide details of:

- DfCSF reference number.
- QTS status.
- Registration with the GTC.

## **3. JOB DESCRIPTIONS**

Job Descriptions will clearly state:

- The main duties and responsibilities of the post.
- The individual's responsibilities for promoting and safeguarding the welfare of children.

## **4. PERSON SPECIFICATION**

The person specification will clearly state:

- Qualifications and experiences needed.
- Competences required.
- Qualities for a successful candidate.
- An explanation of how these requirements will be tested during the selection process.

## 5. SHORT LISTING

- All applications will be scrutinised.
- Any gap will be noted.
- Incomplete application forms *will be returned to the candidates for completion.*
- Any gaps or repeated changes in employment will be investigated.
- All candidates will be assessed equally.
- Short listing will be a transparent process.

## 6. REFERENCES

- All references will be sought directly from the referee.
- No open references or testimonials will be accepted. Any received will be destroyed.
- References will be sought for all applicants short-listed for interview.
- References will be sought for ALL internal applicants.
- Candidates unwilling to agree to references from current employees will not normally be interviewed.
- NO candidate successful at interview will be appointed unless satisfactory references have been received by the school.
- References will be a combination of narrative and evaluation form. The request will include the need for details as follows:
  1. Applicants current post, salary and sick record.
  2. Performance history.
  3. Sick record.
  4. Current disciplinary record.
  5. Details of any allegations which relate to the safety of children.

In the event that the reference appears vague or is incomplete then the Headteacher will contact the referee for confirmation of details. A written note of the conversation will be made and in certain cases a written confirmation will be requested from the referee.

## 7. INVITATION TO INTERVIEW

Candidate will be provided with:

- Letter of confirmation of interview.
- Details of the interview day including details of the interview panel members.
- Further copy of person specification.
- Details of any tasks needed as part of the process e.g. teaching.
- The opportunity to discuss the process further prior to interview.

Candidates will be asked to bring the following with them to interview:

- Current driving licence and passport.
- Full birth certificate.
- Utility bill.
- ALL original examination certificates.
- Where appropriate, change of name documentation (marriage certificate).
- A copy of all documentation will be kept for the personnel file.
- Only in exceptional cases will the interview panel consist of the Headteacher.
- Normally interview panels will consist of at least THREE people.
- At least one member of the planning will have completed the training provided by the NCSL.
- At least one member of the panel should be a governor of the school

## 8. THE INTERVIEW

The panel will meet prior to the interview to consider:

- Issues to explore with the candidate and who will lead that element of the questioning.
- Agree the assessment criteria.
- Take the opportunity to review application forms and references.
- During the interview there will be set questions although supplementary questions can be asked by any member of the panel. The panel will assess the suitability of candidates for the post with special reference to working with children and young people, and safeguarding children in their care.

## 9. THE CONDITIONAL OFFER OF APPOINTMENT

An offer of appointment will be subject to:

- Receipt of at least TWO satisfactory references.
- Verification of identity.
- Check of List 99.
- Medical fitness.
- Verification of qualifications.
- Verification of professional status.
- Verification of successful completion of probationary year after 7 May 1999.
- CRB clearance.
- All checks will be confirmed in writing and held on file.

## 10. DECISION TO WITHDRAW OFFER OF APPOINTMENT

In the event of any of the following the offer of employment will be withdrawn. In certain circumstances the LEA and the police will be informed.

- Candidate found to be on List 99.
- Candidate found to be on the PoCA.
- Disqualified from working with children – usually from CRB clearance.
- Candidate has provided false information.

## 11. POST APPOINTMENT INDUCTION

All successful candidates will undergo a period of induction and monitoring. This will include:

- The appointment of an induction mentor.
- An induction pack.
- Pre appointment visit to the school.
- Pre appointment meeting with the Headteacher.

## 12. MONITORING

The appointment procedure will be monitored through:

- Feedback from the induction mentor.
- Feedback from the line manager.
- Feedback from the new member of staff.
- Analysis of staff turnover and reasons for leaving.
- Exit interviews.
- Professional development records of new staff i.e. CP issues.