

# CRADLEY C OF E VA PRIMARY SCHOOL



## SAFER RECRUITMENT POLICY

Vision Statement: Enriching Lives

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Amended by:

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# **CRADLEY C of E VA PRIMARY SCHOOL**

## **SAFER RECRUITMENT POLICY**

### **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.

### **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.

### **Identification Of Recruiters**

At least one member of staff suitably trained in safer recruitment procedures will be on the interview panel. There will be at least two people involved in interviewing and these same people will be involved in the shortlisting stage.

### **Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the following statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS certificate and barred list check being obtained.

The amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are ‘protected’ and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website.

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

- job description and person specification;
- the school’s safeguarding children policy;

- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

Applicants will be provided with information about the filtering of criminal offences and advised of the need to complete a self-disclosure if they are invited to interview.

### **Short-Listing And References**

Short-listing of candidates will be against the person specification for the post.

Short listed candidates will be required to complete a criminal record self-disclosure form. References will be sought to be obtained before interview wherever possible, with specific enquiries about the applicants background in relation to safeguarding and ensure references are given proper weight in the selection process.

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 verify the information provided and to clarify any apparent anomalies or discrepancies. A detailed written note will be kept of such exchanges. Electronic references must always originate from a legitimate source.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any apparent anomalies or discrepancies. A detailed written note will be kept of such exchanges.

If an applicant has worked with children previously, whether on a paid or voluntary basis, at least one reference should be obtained from the person or organisation that employed the applicant in work with children.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- whether the person has been the subject of allegations about their behaviour towards children. If so there should be a request for a comprehensive summary of any allegations made, details of how the allegation was followed up and resolved and a note of any action taken and decisions reached. the candidate's suitability for this post.

Relevant information can then be taken into account and, if necessary, issues explored further before or at the interview stage.

School employees are entitled to see and receive, if requested, copies of their employment references.

## **The Selection Process**

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.

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 take place on-line).

Other selection tools may include

- Role plays
- Presentations
- Group exercises
- Written exercises
- Aptitude/ability tests
- Lesson observations

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any apparent anomalies or discrepancies in the information available to recruiters;

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

## **Employment Checks**

All successful applicants are required:

- to provide proof of identity (ideally a birth certificate whenever possible in order to identify whether a person has changed their name)
- to complete an enhanced DBS disclosure application and receive satisfactory clearance
- to provide original certificates of relevant qualifications
- to provide proof of eligibility to live and work in the UK

School will ensure that:

- A DBS certificate is obtained and details logged on the Single Central Record.
- A Barred list check is completed to ensure the candidate is not barred from taking up the post

- For teaching posts – a prohibition check is completed to ensure the teacher has not been included in the prohibition list, interim prohibition list or subject to GTCE sanctions
- For teaching posts – the teacher has obtained QTS, PGCE, Certificate of Education or FE Teaching Certificate
- Disqualification from childcare checks are completed
- Any employees who have lived or worked outside of the UK must undergo an enhanced DBS check as well as further overseas criminal checks if relevant

### **Induction**

All staff who are new to the school will receive induction training to include the following:

- Appropriate level of safeguarding and child protection training
- Name and how to contact the DSL
- Online safety and acceptable use agreement
- Whistleblowing policy
- Pupil behaviour policy
- Safe working practice/Staff code of conduct
- Health & Safety in the workplace
- Fire procedures

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