



Littleton C. of E. Infant School

Safer Recruitment Policy

Governors' Committee Responsible: Head Teacher

Review Period: Annual

Status: Statutory

Next review Date: September 2018

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Concerns and Complaints Policy and Whistleblowing Policy.

Policy statement

“Littleton C of E Infant School is committed to safeguarding and promoting the well-being of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.”

The above statement is included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Job descriptions

1. INTRODUCTION

1.1 This policy reinforces the conduct outlined the school's whistle blowing policy all staff are expected to be familiar with.

1.2 All successful candidates for paid or volunteer employment will be made aware of these documents.

1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies

- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

1.4 **Littleton C. of E. Infant School** is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. ROLES and RESPONSIBILITIES

2.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

2.2 The Head Teacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well being of children and young people at every stage of this process

3. INVITING APPLICATIONS

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

“Littleton C. of E. Infant School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”.

3.2. All applicants will receive the following information during the appointment process:

- A statement of the school's commitment to ensuring the safety and well being of the pupils
- Job description and person specification
- The school's Safeguarding Pack which includes the Safeguarding Policy
- The selection procedure for the post
- An application form

3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

3.4 A curriculum vitae will not be accepted in place of a completed application form.

4. IDENTIFICATION OF THE RECRUITMENT PANEL

4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

5. SHORT LISTING AND REFERENCES

5.1 Candidates will be short listed against the person specification for the post.

5.2 Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

5.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

5.5 Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people
- The candidate's suitability for the post

5.6 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

6. INVITATION TO INTERVIEW

6.1 Candidates called to interview will receive:

- A letter or email confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview

7. THE SELECTION PROCESS

7.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

7.2 Interviews will always be face-to-face.

7.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

8. EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
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8.2 All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

8.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

9. INDUCTION

9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

9.2 All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

10. SUPPLY STAFF

10.1 **Littleton C. of E. Infant School** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

10.2. **Littleton C. of E. Infant School** will carry out identity checks when the individual arrives at school.

11. PERIPATETIC STAFF

11.1 **Littleton C. of E. Infant School** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Signed by the governors

Date

APPENDIX 1



Littleton C. of E. Infant School

New Appointment Checklist

This form is designed for Headteachers to complete following a verbal offer of appointment in order to provide the necessary information to the Bursar/Admin Officer for producing the relevant paperwork.

PART 1 (for completion by Headteacher)			
PERSONAL DETAILS			
Name			
APPOINTMENT DETAILS			
Post Appointed To		Start Date	
Type of Contract (e.g. permanent, temporary, fixed-term, job share)		Hours p.w / weeks p.a. (or 100ths for p/t teachers)	
<u>Fixed-term/temporary contracts only:</u> reason for contract and end date if fixed-term		Any additional contract terms required (e.g. contractual car user)	
STARTING SALARY DETAILS			
Grade / Pay Range		Any Allowances	
Starting Point on Range		End date of Allowance (or n/a)	
<i>Please pass this form, together with a copy of the application form, to the Bursar/Admin Officer.</i>			

PART 2 (for completion by Bursar/Admin Officer)				
ACTIONS		Date	Date	
Letter of Appointment	Sent out		Acceptance received + filed	
Work Health Assessment (Occupational Health)	Sent out		Clearance received + filed	
References	Applied for		Received + filed	
Teacher Agency checks / qualifications	Teacher Agency database checked (if applicable) + evidence filed		Qualifications checked (if applicable) + copy filed	
Right to Work in the UK	Documentation Seen		Photocopied for file	
Contract (+ enclosures)	Sent out		Returned signed + filed	
P45/P46/Bank Details	Received		Sent to Payroll + copy filed	
Starter Form / Information on SIMS	Information completed		Starter Form to Payroll + copy filed	
Probationary Period	Date Due to End		Letter sent + copy filed	

(where applicable)							
Disclosure & Barring Service (DBS) Check / Childcare Disqualification Check							
Individual registered with DBS Update Service?	YES	N O	If yes:	Registration number		Renewal date	
Date new DBS application submitted (if not registered with Update Service)					<i>(In all cases)</i> Date DBS Certificate produced by applicant*		
* NB: the certificate (whether an original linked to the DBS Update Service or a new one) must be shown to the school within 28 days, with any content then risk-assessed to determine suitability for employment.							
Childcare Disqualification Check (where applicable)	Declaration form sent out			Date	Received + checked		Date

(cont overleaf)

ADDITIONAL TASKS				✓
File a copy of the application form, job advertisement, and job profile/person specification on personnel file				
Check safeguarding training attended (or enter planned date of training here)			Date	
Enter employee details onto Single Central Record				
Any other comments:				