

# WHITEFIELD PRIMARY SCHOOL

## Safer Recruitment Policy



Adopted: April 2015

Review date: April 2016

# WHITEFIELD PRIMARY SCHOOL

## **SAFER RECRUITMENT POLICY**

At Whitefield Primary School we are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non membership of a trade union.

We intend to deter, identify and reject prospective applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and fair. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. Applicants are also subject to the relevant checks with the Disclosure and Barring Service as all posts are exempt from the Rehabilitation of Offenders Act 1974.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

### ***Aims of policy***

- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

### ***Roles and responsibilities***

#### ***Role of the Governing Body***

The Governing Body has:

- the responsibility of ensuring that the safe recruitment process complies with Department for Education guidance and legal requirements
- delegated certain powers and responsibilities to the Headteacher to oversee compliance with Department for Education guidance and legal requirements;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### ***Role of the Headteacher***

The Headteacher will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- organise safe recruitment training for school personnel involved in recruitment;
- all appointment panels to include one person who has successfully passed safe recruitment training;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

### ***The role of the school council***

The school council will:

- contribute to decisions over the recruitment of new members of staff;

### ***Safe Recruitment Procedure***

When a post becomes vacant or is created then the following procedure takes place:

#### **Job and Person Specification**

For every vacancy a job and person specification will be written and approved by the Governing Body.

#### **Job advertisement**

- All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.
- All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.
- We welcome any member/s of the present staff to apply.

#### **School and Job Information Pack**

- All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies.
- All applications will be acknowledged within two weeks.

#### **Short Listing and References**

- Short listing will be undertaken by the appropriate sub-committee.
- All applications will be looked at.
- Applicants will be short listed for the post if they suit the job description and person specification.
- Immediately after short listing references will be sent for those candidates short listed.
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- The Head teacher or other nominated person will inform those shortlisted immediately after the short listing process has taken place. Unsuccessful applicants will also be informed.

- Shortlisted candidates will be sent:
  - detailed documentation of the interview process
  - directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
- Also, they will be informed if they will have to undertake skill tests as part of the interview.

### ***The Interview***

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview may consist of an activity, informal meetings with the GB and representatives from the Local Authority, a meeting with the School Council and a professional interview.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

### ***Job Offer***

- The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

### ***Pre - Employment Checks for the Successful Candidate***

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check)
- Medical fitness from Occupational Health
- Proof of qualifications
- Proof of registration with the GTC for teaching staff
- Proof of a right to work in the UK

An appointment will not be confirmed until receipt of all of the above.

### ***Terms and Conditions of Employment***

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

### ***Induction***

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DfE guidance on Safe Working Practice.

### ***Central Record of Recruitment Vetting Checks***

We will keep a single central record of recruitment and record checks of:

<ul style="list-style-type: none"> <li>▪ all teaching staff</li> <li>▪ support staff</li> <li>▪ supply teachers</li> <li>▪ volunteer parent helpers</li> </ul>	<ul style="list-style-type: none"> <li>▪ governors who work as volunteers</li> <li>▪ After school club leaders</li> </ul>
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