



# SAFER RECRUITMENT POLICY AND PROCEDURES

NORTHBOURNE.NSP.034

Approval date: 30<sup>th</sup> September 2021

Review date: September 2022

Northbourne CE Primary School

Cockcroft Road,  
Didcot  
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# Safer Recruitment Policy

## I. Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout Northbourne CE Primary School, and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in Keeping Children Safe in Education (September 2021).

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.

## II. Roles and Responsibilities

The Governing Body of the school will:

- Ensure that ODST 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, and the relevant Local Authority's Safeguarding Children's Board procedures;
- monitor the school's compliance with them.

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and updated 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;
- ensure that appropriate staff and governors in member schools have completed safer recruitment training and that this is updated where appropriate;
- monitor the compliance of contractors and agencies with this document;
- promote the safety and well-being of children and young people at every stage of this process.

### General

- It is the responsibility of all potential and existing workers, including volunteers to comply with this document;
- It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks;
- The responsibilities of Ofsted, within inspection and regulation work, also include identifying safeguarding concerns such as inadequate recruitment checking processes.

## Introduction

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*Safer recruitment means thinking about and including issues to do with child protection, safeguarding and promoting the welfare of children at every stage of the recruitment process.*

This policy complies with guidance outlined in *Keeping Children Safe in Education (Sept 2021)* and reinforces the expected conduct outline in the Code of Conduct for Staff, as well as the school's Safeguarding and Child Protection and Whistleblowing Policies which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

## Overview

1.1 Northbourne CE Primary School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and Child Protection procedures and practices.

1.2 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.

1.3 Under certain circumstances, we have a duty to refer to the Disclosure and Barring Service (DBS) any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

## Inviting Applications for a role

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

*Northbourne CE Primary School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check.*

2.2 It is expected that all vacant posts will usually be advertised externally so as to encourage as wide a field of potential candidates as possible. In certain circumstances there may be justification for an internal advertisement only but the rationale for this should be discussed with an ODST HR Advisor prior to advertising.

2.3 All applicants will receive a pack containing or signposting to the following when applying for a post:

- An application form
- Job description and person specification
- Information about ODST, the school and other general information such as reference to the school's commitment to ensuring the safety and well-being of the pupils and to legislation concerning the protection of children
- Details of the selection procedure for the post

- The contact details of any person who will be able to provide additional information about the post
- A statement about access to the school for applicants who may wish to see it or who may wish to speak to the Headteacher before making an application.

2.4 Prospective applicants must complete, in full, and return a signed application form. A curriculum vitae will not be accepted in place of a completed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

2.5 By completing and submitting an application form, applicants are deemed to have provided a signed declaration (even if this is sent by email) that the information given is factually correct and that they possess the qualifications, skills and experience that they have stated on the form.

2.6 Posts involving regular contact with children or young people are exempt under the Rehabilitation of Offenders Act 1974, by virtue of the Rehabilitation of Offenders 1974 (Exemptions) Order 1975. Applicants for such posts are required to declare any criminal convictions, including spent convictions, that they have or any cautions, reprimands or final warning that they have been subject to in relation to any offences.

### **Identification of the Recruitment Panel**

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

### **Shortlisting and References**

4.1 Candidates should be shortlisted against the person specification for the post. A minimum of two people should carry out the shortlisting process, one of whom should have completed appropriate safer recruitment and selection training.

4.2 References for shortlisted candidates will be sent for immediately after shortlisting. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will be sought prior to interview wherever possible.

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

4.4 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.

4.5 Referees will be asked specific questions about the following:

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

4.6 Reference requests will include the following:

- Applicant's current post and salary for the period in question
- Attendance record
- Disciplinary record

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

4.8 References should be kept as confidential and should only be seen by the selection panel and the person delegated to obtain the references.

### **Invitation to Interview**

5.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

### **The Selection Process**

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

6.2 A robust selection process should not rely solely on an interview and a range of selection activities should be designed in order to help assess who is the most suitable candidate for the job. Interviews must always be face-to-face.

6.3 Panels of at least 2 people should always be involved in interviews so as to allow observation of the candidate and notes to be taken and to minimise the risk of any allegation of bias.

6.4 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.

6.5 To assess the suitability of a candidate to work in a school the interview may examine:

- The candidate's attitude and motivation to work with children
- Their ability to support the school's agenda for safeguarding and promoting the welfare of children
- Their attitudes in managing discipline and towards authority.

### **Employment Checks**

7.1 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

- Where applicable complete a declaration form confirming that they are not disqualified either directly or indirectly under the Childcare (Disqualification) Regulations 2009;
- Provide proof of professional status and actual certificates of qualifications;
- Complete a confidential health questionnaire;
- Provide proof of eligibility to live and work in the UK;
- Submit to an overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom.

#### 7.2 All checks will be:

- Confirmed in writing
- 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.

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

7.4 It is strongly recommended that all efforts are made to obtain all pre-employment checks prior to the commencement of employment, particularly in relation to references and DBS checks. Where this is not possible, appointments should be delayed until satisfactory checks are received, or arrangements made for supervision of the staff member until such time they are received.

7.5 Documented evidence of the checks made - for example, eligibility to work, notification of the DBS certificate number (although not the certificate itself) - should be kept on the individual's personnel file in school.

### **Induction**

8.1 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 which would include guidance on acceptable conduct/behaviour through the school's Code of Conduct. These expectations will form part of new staff members' induction training.

8.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training including generalist child protection training

### **Supply Staff**

9.1 Northbourne CE Primary 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. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

9.2 Identity checks are carried out when the individual arrives at school.

### **Peripatetic Staff**

10.1 Northbourne CE Primary School will require and seek confirmation that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

### **Record Retention / Data Protection**

11.1 Northbourne CE Primary School will retain all interview notes on all applicants for a six month period, after which time the notes will be destroyed.

### **Single Central Records**

12.1 In line with DfE requirements, the school will keep and maintain a Single Central Record of recruitment and vetting checks. The central list will record all staff who are employed at the school, including casual staff, supply agency staff whether employed directly or through an agency, volunteers, governors who also work as volunteers, and those who provide additional teaching or instruction for pupils but who are not staff members, for example, specialist sports coach.