

English Martyrs' RC Primary School



Safer Recruitment Policy 2016



Safer Recruitment Policy

Review Date: June 2016
Next Review Date: June 2017
Headteacher: Mrs P. Cornell
Chair of Governors: Mr D. Hubbard

1. General Statement

English Martyrs' RC Primary School is committed to safeguarding and promoting the welfare of children. In order to ensure this, our recruitment, selection and pre-employment vetting is in accordance with both local and national guidance.

2. Definition

For the purposes of this policy, the key elements of safer recruitment are:

- Robust recruitment and selection processes
- Relevant vetting and checking processes
- A robust induction
- A good training infrastructure

3. Purpose

The aims of safer recruitment are:

- To prevent unsuitable people working with children
- To promote safe practices and challenge poor or unsafe practice
- To enable prompt and appropriate responses to concerns about a child's welfare
- Develop partnership working
- Having a safe culture is a key part of safeguarding

English Martyrs' RC Primary School does this by:

- Having effective recruitment including the undertaking of full pre-employment checks, ie DBS, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary for the post), job application form and health clearance.
- Having effective induction, training, mentoring and supervision processes.
- Ensuring that there is an awareness and understanding of safeguarding, having open and transparent practice and having clear procedures for reporting concerns or issues.
- Having agreed standards of behaviour and a code of conduct.
- Having robust policies and procedures regarding safeguarding children.
- Having a whole school commitment to safeguarding children.

4. The Recruitment Process

- **Advertising**

The advertisement will include a reference to safeguarding and promoting the welfare of children:

'English Martyrs' RC Primary School safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedure's.

As well as the requirement to complete a DBS check:

'This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to an enhanced DBS check from the Disclosure and Barring Service'.

This will also be reflected in the application pack sent to all applicants. The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children and the person specification will include suitability to work with children.

- **Application Process**

CES application forms are used to enable all potential applicants to provide a common set of core data which includes personal details, qualifications, educational and employment history, referees and a supporting statement.

A statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974 is also included and must be signed by the applicant to confirm that they are not subject to any disqualification from working with children or subject to sanctions, cautions or bind overs (or if so, they must disclose details of their record in the appropriate box).

- **Shortlisting**

The interview panel will understand their role and will include at least two staff and governors who have completed accredited training in safer recruitment.

Candidates will be shortlisted against the person specification for each post.

Applications will be carefully scrutinised in order to identify any anomalies or areas of concern which would need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

- **References**

References will be sought from shortlisted candidates using the LA proforma reference request form.

These will be scrutinised to identify any gaps or contradictions which will then be explored at interview.

5. The Interview Process

The same interview panel will interview all candidates for a post and carry out some straightforward pre employment checks such as verification of identity (passport or driving licence), right to work in the country (a National Insurance Number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to investigate any anomalies or gaps which have been identified so far in order to satisfy themselves that the applicant can meet the safeguarding criteria. Consideration including discussion with the applicant will also need to be given to any information regarding previous records of cautions or convictions. Any significant periods of sickness absence will also be discussed.

6. Pre-Employment

In addition to the checks already detailed, the school will ensure that a pre-employment health check is completed as well as an enhanced DBS Disclosure which will include barred list information. For teaching staff, the school will verify successful completion of the statutory induction period (if relevant). These together with the collection of all necessary references will be completed before staff start work. Any offer of employment will be conditional on all pre-employment checks being completed satisfactorily.

7. Induction

All new members of staff will be given an induction programme which will clearly identify the school's policies and procedures, including Child Protection and the expectations and code of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The induction programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare, e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety.
- Discipline and grievance, capability and whistle-blowing.
- In addition, staff will be made aware of the channels for raising any concerns.

8. Ongoing Employment

English Martyrs' RC Primary School recognises that safer recruitment is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through performance management. It will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. It will monitor issues as they arise and through the use of such strategies as exit interviews, will seek to continually improve the school environment, for the benefit of both staff and pupils.

9. Role Responsibility

Governors

- Establish this policy;
- Monitor and review the effectiveness of this policy;
- Be familiar with DCSF guidance on Safer Recruitment
- Ensure that at least two governors with the correct level of training sit on each interview panel.

Headteacher

- Ensure structures are in place to support the effective implementation of this policy;
- Ensure vetting and checking processes are in place and followed;
- Ensure that all checks are recorded on the Single Central Register;
- Consult on this policy;
- Ensure adequate numbers of staff and governors complete Safer Recruitment Training.

All Staff

- To follow child protection policies and procedures.

Revised by: Headteacher, Staff and Govenors

Date: June 2016

Next Review: June 2017 or sooner if regulations/circumstances change.

Signed: D. Hubbard

Designation: Chair of Governors

Date: 15/06/16