

GREAT CHART PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Updated: November 2017
Next Review – Autumn 2019



Our vision is to create a school community where children participate, succeed and are proud of their achievements. We strive to actively promote British values and prepare our children to become role models, thus preparing them for life in modern Britain. It is our belief that children come to Great Chart Primary School to be happy, successful and to be the best they can be. Our core values are: Respect, Aspiration, Responsibility, Resilience, Independence and Kindness.

1 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.

2 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.

3 IDENTIFICATION OF RECRUITERS

All appointments must be made by a panel of two or more and all panels must include at least one recruiter who has successfully undertaken the NCSL approved training in Safe Recruitment.

4 INVITING APPLICATIONS

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

‘School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and to share the vision and values of the school. The post is subject to an enhanced Disclosure application to the Disclosure & Barring Service and check against the ISA barred list for Children, proof of identity will be required, clearance by Occupational Health of fitness to work and current and previous employers will be contacted for all applicants prior to short listing and interviews.’

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

- job description and person specification;
- an application form.

4.3 All prospective applicants must complete, in full, the required application form. The school may reasonably decide to reject an application where incomplete and/or ambiguous information is provided. Applications by CV alone will not be considered.

5 SHORT-LISTING AND REFERENCES

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

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. Reference or testimonials provided by the candidate will never be accepted.

- 5.4 Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.6 School employees are entitled to see and receive, if requested, copies of their employment references.
- 5.7 Social media sites might be checked.

6 THE SELECTION PROCESS

- 6.1 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.
- 6.2 Interviews will always be face-to-face. Telephone interview may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- 6.3 Candidates will always be required:
- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required:
- to provide proof of identity
 - to complete an enhanced Disclosure application to the Disclosure & Barring Service and check against the ISA barred list for Children and receive satisfactory clearance
 - to complete Disqualification by Association form
 - to provide actual certificates of qualifications
 - to complete a confidential health questionnaire
 - to provide proof of eligibility to live and work in the UK

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies, guidance on safe working practices and Prevent strategy.
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and their mentor or appropriate manager(s).