

# **Littledean Church of England Primary School**

## **Safer Recruitment Policy**

In accordance with statutory requirements and in keeping with our Christian Foundation, vision and ethos, Littledean C of E Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. Paying due regard to the Christian principles of dignity, respect and valuing all people, our school recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such, it is committed to a recruitment and selection process, which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements not to discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, colour, race, nationality, ethnic origin, religion or creed.

### **Introduction**

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to work at Littledean C of E Primary School. It also sets out the minimum requirements to:

- attract the best possible applicants to vacancies;
- deter prospective applicants unsuitable for work with children;
- identify and reject applicants unsuitable for work with children.

### **Practices**

The school will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training.

The following procedures and practices are in place to ensure the safe recruitment of staff:

### **Stage 1: Advertising and Inviting Applications**

All advertisements for all posts will clearly stipulate the stance adopted by the school by the inclusion of the following statement:

### **Stage 2: Pre-Application Pack**

Prospective applicants are supplied with (or directed to) the following:

- Application Form
- Job Description
- Person Specification

### **Stage 3: Applicant Short-Listing**

Candidates for the position will be short-listed according to the job description and the person specification, following analysis of their application by the appointment panel.

Where possible, reference will be taken up at this stage. However should a candidate progress to the selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

### **Stage 4: Interview**

Candidates selected for interview will have to provide:

- Proof of identity
- Certificates of qualifications
- Eligibility to live and work in the UK

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly, in terms of safer recruitment practices will explore attitudes towards working with children.

As part of the interview process, a candidate may be required to teach a lesson or carry out an activity with a small group of children. In line with school safeguarding procedures, these activities would be carried out under the supervision of school staff.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to the interview panel;
- 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.

### **References**

References are sought directly from the referee. References or testimonials provided by the candidate are never accepted instead of a signed reference from a referee. In cases of the applicant being invited to interview, referees can be contacted by telephone prior.

### **Stage 5: Successful Candidates Pre-Employment Checks**

Further to those checks at the point of interview, the candidate will be required to provide all of the following prior to taking up the post:

- receipt of at least two satisfactory references
- verification of the candidate's identity
- a list 99 check or emerging practice demanded by the ISA
- a satisfactory Enhanced DBS disclosure
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS
- the production of evidence of right to work in the UK

### **Stage 6: Induction**

All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate to their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the post.

### **Central Record of Pre-Employment Checks**

In addition to various staff records kept in school and in individual personnel files, a single central record of recruitment and vetting checks is kept.

This record contains details of checks regarding:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or through an agency;
- All others who have been chosen by the school to work in regular contact with children.

### **Personnel Files**

Personnel files contain all of the relevant information regarding a member of staff from appointment onwards. Personnel files are compiled by the School Business Manager and checked by the Head Teacher. See appendix 1 for information about what is contained in the files.

### **Rehabilitation of Offenders Disclosure**

All posts within Littledean C of E Primary School are exempt from the Rehabilitation of Offenders Acts 1974. Applicants will be required to declare spent and unspent convictions, cautions, bind-overs, including those regarded as spent and have an enhanced DBS check.