



Recruitment and Selection Policy (Safer Recruitment)

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Lead reviewer:	Kim Brewer
Approval by:	Governing Body

At Swallowfield Primary 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. 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.

Aims

- To ensure the practice of safe recruitment of school personnel and volunteer helpers
- 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.

This policy reflects the guidance and obligations as set out in:

Equality Act 2010, **Keeping Children Safe in Education 2022**, Working Together to Safeguard Children 2018, Safeguarding Children and Safer Recruitment in Education (updated 2012), Protection of Freedoms Act 2012.

We also comply with Central Bedfordshire Safeguarding Children's Board procedures and ensure that all supply agencies and contractors supplying services to the school use Safer Recruitment practices.

In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Safeguarding and Child Protection Policy, Complaints Policy and Whistleblowing Policy.

Safer Recruitment Training

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with safer recruitment training. At our school, the following people hold this certificate and therefore at least one will be involved in every recruitment process:

- Kim Brewer, Headteacher has undertaken Safer Recruitment training on 9/2/22 (online update)
- Greg McGill, Deputy Headteacher has undertaken Safer Recruitment training on 9/2/22 (online)
- Helen Woodman, Assistant Headteacher has undertaken Safer Recruitment Training on 9/2/22 (online)
- Carol Potter, Assistant Headteacher has undertaken Safer Recruitment Training on 14/2/22 (online)
- Louise Wisson, Assistant Headteacher has undertaken Safer Recruitment Training on 5/2/22 (online)

Safer Recruitment Practice at Swallowfield Primary

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. Swallowfield Primary uses the Central Bedfordshire application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification includes specific reference to suitability to work with children
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file
- **obtaining two independent professional and character references prior to the interview** that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post
- verifying the successful applicant's identity
- verifying that the successful applicant has any academic or vocational qualifications claimed
- checking his or her previous employment history and experience
- verifying that s/he has the health and physical capacity for the job

- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013)
- verify the person's right to work in the UK (for overseas candidates)
- Prohibition Register check (for teachers)
- Social Media checks prior to interview.

Role of the Governing Body

The Governing Body has:

- the responsibility of ensuring that the safe recruitment process complies with current Department for Education guidance and legal requirements
- delegate certain powers and responsibilities to the Headteacher to oversee compliance with Department for Education guidance and legal requirements
- delegate 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 policies are made available to parents
- 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 safer 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
- 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.

Interviews

The selection process for people who will work at Swallowfield Primary always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving license) and certificates to ensure the person is who he or

she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone
- verification of the candidate's identity (if that could not be verified at interview)
- a satisfactory enhanced DBS Disclosure Certificate
- a separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only).
- verification of the candidate's medical fitness
- verification of qualifications (if not verified at interview)
- verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted)
- verification of previous employment history and experience, including exploration of any gaps and anomalies
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- (for teaching posts) check the Prohibition Register (using Employer Access Online)

(NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.)

The Single Central Record (SCR)

We keep a Single Central Record as described in DfE guidance Keeping Children Safe in Education September 2022: Safer Recruitment. The School's Office Manager is responsible for the day to day up keep of the SCR as directed by the Headteacher. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure); disapplication by association check list for EYFS staff
- Qualification checks for any qualifications legally required for the job, e.g. those posts

where a person must have QTS;

- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Further overseas criminal records checks where appropriate (see 'Safeguarding Children & Safer Recruitment in Education').

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures
- support individuals in a way that is appropriate for the role for which they have been engaged
- confirm the conduct expected of staff within the school
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities and
- enable the Headteacher or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, internet safety and local child protection and safeguarding procedures – as referred to by the Local Safeguarding Children Board (LSCB)
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at Swallowfield Primary;
- how and with whom any concerns about those issues should be raised; and other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

Safeguarding Governor: Andrew Güntert

Date: June 2022

Headteacher: Kim Brewer

Date: June 2022

Policy will be reviewed: June 2024