

SAFER RECRUITMENT

This document highlights those aspects of the recruitment and selection process that impact on the school's commitment to child protection and safeguarding and it should be read in conjunction with the school's Safer Recruitment and Selection procedure.

The process described below will apply to permanent and temporary vacancies as well as to volunteers.

Recruitment advertisements will include a statement about the school's commitment to safeguarding and will state that all posts are subject to an enhanced DBS check. Information packs to candidates will include the school's Child Protection/Safeguarding Policy.

Job descriptions will set out the post holders responsibilities with regard to safeguarding.

Applicants will be required to complete standard application forms.

References will be sought from the most recent employer/s/educational establishment. At least one reference should be obtained from someone who can comment on the candidate's suitability to work with children. Where possible references will be sought prior to interview and will request confirmation of the candidate's period of employment/study and will also include specific enquiries about the applicant's background in relation to safeguarding. Due weight and consideration will be given to references during the recruitment process.

The application forms of all candidates short listed for interview will be scrutinized to ensure that there are no gaps in their employment/education history. Where gaps do occur then the candidate will be required to account for these periods.

The selection process will include as a minimum a face to face interview with a safeguard trained panel and where possible will include other selection methods, for example, lesson observation, presentation, role play, participating in activities with children under observation etc.

Interviews questions will establish motives, attitudes and behaviours with regard to child protection and safeguarding issues and candidates will be given an opportunity to disclose any convictions.

Where possible, verification of identification and qualifications will be undertaken on the day of interview. Any offer of employment will be made subject to confirmation/verification of the following:-

Identity

Address

Date of Birth

Qualifications/QTS/Statutory induction – original certificates

Permission to work in the UK

Medical fitness

References

Satisfactory enhanced DBS check
List 99 checked where necessary

Where an appointee has changed their name since obtaining their qualifications then they will be required to provide both their Birth Certificate and Marriage Certificate.

Where a DBS check is unlikely to be obtained before an appointee commences their employment then a risk assessment will be undertaken to establish whether they can commence with a List 99 check prior to the DBS clearance.

Where there is a positive disclosure then this will be referred by the Human Resource Manager to the Headteacher. At this stage, an assessment of the individual suitability to work with children will be made by the Headteacher in conjunction with the Safeguarding Officer and the Human Resource Manager.

When assessing applicants' criminal records, the following factors should be considered:

- Nature, seriousness and relevance of the offence
- How long ago it occurred
- If it was a one off or part of a history of offences
- Circumstances of it being committed
- Changes in the applicants circumstances
- Country of conviction
- Remorse

The offence/s will be discussed with the applicant in order to obtain the above information. The applicant will have the opportunity to challenge any information received and confirmation of the information will be sought before a final decision is made.

Where, after these checks, it is deemed that the conviction/s makes a person unsuitable to work with children then the Chair of Governors will be consulted and the offer of employment withdrawn. Where the person is an existing employee then the employee will be suspended and the matter will be referred to the school's disciplinary procedure.

New appointees will be inducted on safeguarding and this will form the basis of at least one inset per year.

The school maintains a Single Central Record that records all the checks made on employees, governors, volunteers, external service providers and any other adults who regularly attend the school.