

St Helen Auckland Community Primary School

Safer Recruitment Policy

Policy Statement

We are St Helen Auckland Community Primary are committed to safeguarding and promoting the welfare of children and young people and expect **all** staff and volunteers to share this commitment.

Safer Recruitment Practice

The following are considered when advertising for new positions to ensure appropriate candidates apply for and are successful gaining the position:

- Qualities
- Qualifications
- Experience
- Specific requirements
- Who is involved and their responsibilities
- Time to cover the process correctly
- Time for references to be sought following short listing
- Careful writing of the person specification

Application packs include:

- Application form
- Job description
- Information / guidance
- Responsibilities of the post for safeguarding and wellbeing of children

Advertisements include:

- The policy statement
- A reference to the need for the successful candidate to undertake a criminal record check
- Information on the post, salary, hours, qualifications required

Application forms

Application forms are used to ensure core data is given. Curriculum Vitae will not be accepted.

This form content requires:

- Identification – current and former names, date of birth, current address, National Insurance Number
- Academic or Vocational qualifications – those relevant to the position with details of awarding bodies and date of awards
- Education – a full chronological history including training, voluntary work and explanation of periods of unemployment with start and end dates. Reasons for leaving employment are also required.
- Declaration of close relationships to existing employees or employers
- Referees – one a current or most recent employer and one other. At least one reference should be obtained from an employer where the candidate has

worked with children. References from relatives or those writing in the capacity as friends will not be accepted.

- References will be sought for short listed candidates and previous employers may be approached to verify particular experiences or qualifications
- If the candidate is currently working with children or has in the past information will sought regarding any disciplinary offences relating to children, any child protection concerns and the outcomes of any enquiry or disciplinary procedures
- A statement of the candidate's personal qualities and experience relevant to the position and how they meet the person specification.
- All convictions, cautions and bind-overs, including those spent must be declared as the post is exempt from the **Rehabilitation of Offenders Act 1974** – these should be detailed in a sealed marked envelope marked confidential.
- A signed statement is required to say the candidate is not on the List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body e.g. The General Teaching Council and has no convictions, cautions or bind-overs.
- Information to say the successful candidate will need to provide a Disclosure from the DBS at the appropriate level to the post
- Teachers will need to supply their DfES reference number, whether he/ she has QTS, and whether he/she is registered with the GTC for England or equivalent new body

Job description

This will clearly state

- Main duties and responsibilities
- Individual's responsibility for promoting and safeguarding the welfare of children they are responsible for or come into contact with

Person Specification

This will include

- Qualifications and experience and other requirements for the role
- The qualities and competences they will need to demonstrate
- Explanation of how the requirements will be tested during the selection process
- Any issues arising from references will be taken up at interview

Information Packs

These will include:

- Application form with explanatory notes
- Job description
- Person specification
- Relevant information about school and reference to policies e.g. equal opportunities
- Our Child Protection Policy Statement

- Terms and conditions relating to the post

Short listing

Application forms are scrutinised for:

- Correct completion
- Consistency of information given
- Gaps in employment
- Incomplete applications should be returned for completion
- Any discrepancies and inconsistencies to be noted for consideration in short listing
- All candidates will be assessed equally against the criteria in the person specification

References

- These will always be sought directly from the referee
- Open references and testimonials will not be accepted
- Ideally all references for short listed candidates will be sought before interview to take up any issues at interview
- If references are received after interview for a successful candidate we will scrutinise and resolve concerns before appointment is confirmed
- Information sought will be objective and verifiable not opinion.
- Referees will be given a copy of the job description and person specification and information requested on – their relationship with the candidate, whether they are satisfied that the person has the ability and is suitable for the post, how they demonstrate they meet the requirements, if the candidate is suitable to work with children and if not details of concerns
- Referees need to ensure references are accurate and understand information in references may be discussed with candidates

We need confirmation of details of:

- current post, salary and sickness absence record of the candidate
- Performance history and conduct
- Any disciplinary procedures where sanctions are current
- Any disciplinary procedures involving issues relating to the safety and welfare of children including where the disciplinary sanction has expired and the outcome
- Any allegations or concerns raised relating to safety and welfare of children or behaviour towards children by the candidate and the outcome of those concerns
- If all questions have not been answered on the reference satisfactorily the referee will be telephoned to be asked for written answers or amplification if appropriate.
- Information on references will be compared to application forms for consistency of information. Any discrepancies will be taken up with the candidate

- Verification with previous employers will be made of information that cannot be sought through a reference e.g. specific qualifications or experiences identified in the application form

Interview

This will be used to assess candidate's suitability for the position and their suitability to work with children against the job requirements. Interviews will always be face to face and will usually involve children in the process.

- Invitations to interview will include information on day, time, place, directions, interview panel, how the interview will be conducted and the areas it will explore.
- Candidates will be required to produce identification and documentary evidence to support a DBS application on the day (driving licence, passport, full birth certificate, document with their address on, change of name document)
- Candidates will be required to bring documents confirming qualifications
- A copy of documents used to verify the successful candidates identity and qualifications will be kept for the safeguarding file

Interview Panel

- There will be a minimum of two on the panel and a larger panel for more senior posts
- The panel members will have the necessary authority to make decisions
- At least one member will have undertaken safer recruiting training
- The panel will meet before the interview to decide the standards required for the position, consider issues to be explored with each candidate and who will ask each question, and agree the assessment criteria.
- A set of questions will be prepared for all candidates and separate issues to be explored with each candidate based on information already provided.

The panel will explore:

- The candidate's attitude towards children
- Their ability to support school's agenda for safeguarding and promoting the welfare of children
- Gaps in employment history
- Concerns / discrepancies arising from the information provided
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check

Conditional Offer of appointment – Pre appointment checks

An offer to a candidate will be conditional upon:

- Receiving at least 2 satisfactory references
- Verification of the candidate's identity
- A check of the DCSF List 99 and a satisfactory DBS

- Completion of Disqualification by Association
- Disbarring service for teachers
- Verification of the candidates medical fitness
- Verification of qualifications
- Verification of professional status (GTC, QTS, NPQH)
- Verification of successful completion of statutory induction period (teaching posts)
- Satisfactory completion of a probationary period (for non teaching posts)

Other guidance to be followed:

- School will seek advice from Human Resources and follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed during the selection process
- Checks will be confirmed in writing, documented and kept in the safe guarding file and followed up where there are discrepancies in information provided
- Facts should be reported to the Police and / or the Children's Safeguarding Operations Unit if:
 - The candidate is found to be on List 99 or the DBS Disclosure shows they are disqualified from working with children by a court
 - There are serious concerns about a candidate's ability to work with children

Checks on overseas staff

- List 99 and DBS checks will be completed on overseas staff unless they have **not previously lived in the UK.**
- All other checks will always be completed on all candidates whether or not from overseas
- Checks for candidates who have worked or been resident in another country in the previous 5 years a check of their criminal record will be obtained from that country. Information can be found at http://www.DBs.gov.uk/services_overseas.asp or 08700100450
- Particular care will be taken in verifying identity, qualifications, and satisfactory references

Post Appointment Induction

Induction period will provide for all new staff to include:

- Training and information about school's policies and procedures
- Support for their role in school
- Appropriate behaviours for the role in school
- Opportunities for new staff to discuss concerns

- Review suitability and ability of the person at the outset and address any issues immediately

Induction will include information on:

- Policies and procedures for safeguarding and promoting welfare of children – Anti Bullying, Race equality, behaviour, internet safety, child protection, physical intervention and restraint, health and safety
- Safe practice and standards of behaviour expected of staff and pupils
- How issues are raised
- Personnel procedures on whistle blowing, capability and disciplinary
- Attendance at child protection training

Maintaining a safe culture

Maintaining an ethos of safeguarding and promoting the welfare of children and protecting staff by:

- clear behaviour policy
- appropriate induction and training
- regular briefings to discuss relevant issues
- relevant materials from the PSHCE curriculum

Monitoring

The recruitment process will be monitored to ensure future recruitment practices are better informed. It will look at;

- staff turnover and reasons for leaving
- exit interviews
- attendance of new recruits at child protection training

Headteacher signature: _____

Governor signature: _____

Date:

November 2017

Review:

November 2018

St Helen Auckland Community Primary School
Safer Recruitment Selection Checklist

Pre Interview	signed	date
<p>Planning Timetable decided, job specification and description and other documents needed, application form appropriate to seek all needed information</p>		
<p>Advert To include reference to safeguarding policy – statement of commitment, need for a DBS check for successful candidate</p>		
<p>Applications Scrutinised for any discrepancies / gaps in employment noted to be explored if candidate is shortlisted</p>		
<p>Shortlisting</p>		
<p>References Sought from referee directly with specific questions asked and reference to statements about liability for accuracy Checked against information on application form – any discrepancies / issues noted to be taken up with candidate at interview</p>		
<p>Invitation Include all relevant information and instructions</p>		
<p>Interview At least 2 interviewers with authority to appoint, agreed issues and questions, criteria and standards Explores suitability to work with children Explores suitability to the role Explores attitudes to issues that may arise within the role Identification and qualifications of successful candidate verified on the day of interview. Copies of documents taken and kept in safeguarding file</p>		
<p>DBS Disclosure form filled in on the day</p>		
<p>Pre appointment check Offer is made conditionally on satisfactory completion of the following checks</p>		
<p>References</p>		
<p>Identity</p>		
<p>Qualifications</p>		
<p>DBS</p>		
<p>List 99</p>		
<p>Health check</p>		

GTC –for teaching posts		
QTS – for teaching posts		
Statutory Induction period – QTS after May 1999		