

# **TATWORTH PRIMARY SCHOOL SAFER RECRUITMENT POLICY**

Reviewed by the Finance and Personnel Committee: 16 March 2017

Ratified by the Full Board of Governors: 30 March 2017

Date of Next Review: 2019

## **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;
- provide a framework to ensure compliance with current employment law, equal opportunities and best practice;
- 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.

The contents of this policy have been adapted from a model policy that reflects the guidance from DfE on Safer Recruitment. It also reflects the training in safer recruitment.

In line with the School's statutory duties under the Safeguarding Vulnerable Groups Act 2006 and the Protection of Freedoms Act 2012 to safeguard children, the School is required to carry out a number of checks on all staff. Therefore this policy applies to everyone working in School including teaching staff, support staff, volunteers, agency staff, permanent and temporary staff, casual workers and supply teachers. All of those named in the previous sentence are required to familiarise themselves with the contents of this policy.

## **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**

Subject to the availability of training, the Academy will ensure that at least two members of the Governing Body have successfully received accredited training in Safe Recruitment procedures. Currently training is held by the Headteacher (also a Governor).

## **4 INVITING APPLICATIONS**

Unless under exceptional circumstances, as agreed by the Board of Governors, applications for all posts at School will be advertised externally and internally.

4.1 Advertisements for posts - wherever they are listed - will include the statement:

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced Disclosure and Barring Disclosure. (DBS)'.

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

- job description and person specification;
- the selection procedure for the post;
- an application form.

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

- the school's Child Protection policy;
- the school's Recruitment policy;
- the school's Equal Opportunities policy.

4.3 All prospective applicants for teaching posts must complete, in full, an application form and a covering letter.

## 5 **SHORT-LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification and job specification for the post and conducted by a minimum of 2 governors including the Headteacher;

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 at the time of shortlisting. References or testimonials provided by the candidate will never be accepted.

5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written memorandum 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 memorandum 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.

Employment with the Academy will only be upon the receipt of satisfactory 2 references.

## 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 and include a practical session (eg; for teachers, a teaching session).

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.

6.4 Feedback will be provided to unsuccessful candidates either on the day or by a follow-up phone call within 2 working days.

6.5 The Headteacher will keep interview notes for 2 years.

## **7 EMPLOYMENT CHECKS**

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK

7.2 Any successful candidate providing untrue or false information may be subject to disciplinary action including summary dismissal.

## **8 INDUCTION**

8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

8.2 Regular meetings (at least once a month) will be held during the first 3 months of employment between the new employee(s) and the Headteacher.