



# Innsworth Schools' Partnership

## Safeguarding Children –Safer Recruitment Policy

Safeguarding children starts during the recruitment process. Following safer recruitment practice helps to ensure the School is protecting children from adults who are unsuitable to work with them. This practice includes:

- Advertisements – adverts should include reference to your work place commitment to safeguarding and Disclosure and Barring Service (DBS) checks.
- Interviewing – Practice Safer Recruitment techniques ([www.ncsl.org.uk](http://www.ncsl.org.uk) )
- References – always follow up; don't accept photocopies or undated references.
- DBS– all staff who start a new job or change roles, working with children should have a DBS check.
- Safeguarding Policy – robust safeguarding policy, which should be reviewed annually. All staff should know what to do if they have a concern and be familiar with Keeping Children Safe in Education.
- Single Central Record – schools should retain a record of safeguarding checks carried out on staff and volunteers.

### Safer Recruitment and Selection in Education Settings

This section is based on part three of 'Keeping Children Safe in Education', which was published in March 2015. A full version of this guidance can be obtained via the following link [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/550511/Keeping\\_children\\_safe\\_in\\_education.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf)

Critical actions:

1. When advertising a vacancy, the advertisement should include a statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need, where appropriate, for the successful applicant to undertake a disclosure and barring check.

**Please note** that local composite advertisements, placed through the County Council's advertising service and related on line versions, will automatically include this statement.

2. Ensure the job description makes specific reference to the responsibility of safeguarding and promoting the welfare of children.
3. Ensure that the person specification includes specific reference to suitability to work with children as an essential requirement of the job.
4. Endeavour to be consistent and thorough in obtaining, and scrutinising comprehensive information from the applicants and taking up and satisfactorily resolving any discrepancies or anomalies about applicants.

Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns.

5. Employers should use an application form to obtain a common set of core data from all applicants. It is not good practice to accept a curriculum vitae drawn up by applicants in place of

an application form because this will only contain the information the applicant wishes to present and may omit relevant details. The use of letters and CV's prevents schools from making statements regarding the job and person requirements and will not require the candidate to make formal declarations regarding their background now regarded as essential to safe recruitment.

6. The application should include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and should require a signed statement that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.
7. Recruitment panels should seek references on all short listed candidates, including internal ones. , References should be sought and obtained directly from the referee who should not be a friend or relative, but someone who has had a working relationship with the candidate. Employers should not rely on references or testimonials provided by the candidate, or on open references or testimonials i.e. "To whom it may concern". Requests for references should seek verifiable information and not subjective information. The use of reference pro-formas can assist with this.
8. Ideally, references should be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain reference prior to interview either because of delay on the part of the referee or because the candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases. It is up to the person conducting the recruitment to decide whether to accede to the candidate's request to approach the current employer only if s/he is the preferred candidate after the interview, but this is not recommended as good practice.
9. If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children must be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired', whether the applicant has been the subject of any child protection concerns, or have had allegations or concerns raised about them that relate to the safety and welfare of children and if so, how these were investigated and resolved including the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer must be asked about those issues.
10. Candidates should be made aware that the recruitment panel will be seeking this information from previous employers
11. At the interview explore the applicants' suitability for work with children as well as for the post.

The guidance is aimed at strengthening safeguards for children by helping prevent abuse by identifying those with a history and by acting as a deterrent to those seeking improper access through employment. It is important that every effort is made to comply with this guidance and that recruitment processes are used as a means of actively safeguarding children as well as for identifying the strongest candidate for the job.

#### **IMPORTANT NOTE**

The guidance on which this advice is based is supported by on-line training for Headteachers and school governors. It is mandatory for one person on each recruitment and selection interview panel to be accredited in Safer Recruitment.

It should be noted that OSTED evaluations will include an assessment of whether an establishment operates recruitment and selection procedures that meet the recommendations in the guidance. It should also be noted that schools must now keep and maintain a single central record of recruitment and vetting checks of all staff who are employed to work at the school and all staff who are employed as supply staff, whether employed directly by the school or Local Authority or via an agency. This also covers volunteers and governors. The single central record should include: Evidence and checked identification i.e. Name, address, date of birth. Evidenced and checked qualifications, date and evidence of a List 99/CRB check and any checks made overseas. Confirmation of a member of staff's right to work in the UK should also be included.