



Thackley Primary School Safer Recruitment Policy

The Governing Body of Thackley Primary School are committed to following safer recruitment practices. This includes the implementation of the following process as advised by the DfE in their document *Safeguarding Children and Safer Recruitment in Education (2007)*:

Planning

- Timetable decided: job specification, description and other documents to be provided to applicants reviewed and updated as necessary.
- City of Bradford Metropolitan District council application forms will be used in all instances.

Vacancy advertised (where appropriate)

- Advertisement includes reference to safeguarding policy, and the following statement; "The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."
- Includes the need for successful applicant to be DBS checked and to complete a Disqualification Declaration Form

Applications (on receipt)

- Scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short listing

References

- Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy (using Council format).
- References should only be looked at once the candidate has been chosen for appointment.
- Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible)

Invitation to interview

- Includes all relevant information and instructions

Interview arrangements

- At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards
- At least one member of the panel has attended the DfE 'Safer Recruitment' training course

Interview

- Explores applicants' suitability for work with children as well as for the post
- Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file

Conditional offer of appointment

A conditional offer of appointment is made on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period:

- References (if not obtained and scrutinised previously)

- Identity (if that could not be verified straight after the interview)
- Qualifications (if not verified on the day of interview)
- Permission to work in UK if required
- DBS - where appropriate satisfactory DBS Disclosure received
- Disqualification Declaration Form does not give reason for disqualification by association
- List 99 - person is not prohibited from taking up the post
- Health - the candidate is medically fit
- QTS (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS)

Induction

- A person taking on a new role in school can expect a general information meeting with a member of the Leadership Team and an induction period.
- They will be given a copy of the Staff Handbook, including our Code of Conduct and a copy of our Safeguarding policies and procedures.

Once appointed a member of staff, governor or volunteer can expect a DBS check to be made every three years.

Ailsa Hoyland

Agreed by the Governing Body - February 2015

Signed -

Dated -

To be reviewed - February 2016