



*Caring, Sharing, Preparing for Life*



# **SAFER RECRUITMENT POLICY**

## **ST ERTH PRIMARY SCHOOL**

Written: November 2016  
Headteacher: Niki Rogers  
Agreed by: Full Governing Body  
Review Date: November 2019

## ST EARTH COMMUNITY PRIMARY SCHOOL

### SAFER RECRUITMENT POLICY

#### 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;
- Deter prospective applicants who are unsuitable to work with children or young people;
- Identify and reject applicants who are unsuitable for work with children or young people.

#### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Headteachers. These requirements change from time to time and must be met.

#### 3 IDENTIFICATION OF RECRUITERS

At least one recruiter will have successfully received accredited training in safer recruitment procedures.

#### 4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include a safeguarding statement:

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

- Job description and person specification
- School's child protection policy
- School's recruitment policy (this document)
- Selection procedure for the post
- An application form

4.3 All prospective applicants must complete, in full, an application form.

#### 5 SHORT-LISTING AND REFERENCES

5.1 Short listing of candidates will be against the person specification for the post.

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. 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 note 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 note 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.

5.7 School employees are entitled to see and receive, if requested, copies of their employment 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. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face to face interview (which may be via visual electronic link)

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.

## **7 EMPLOYMENT**

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 complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK

## **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 safer working practices.

8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

**The Cornwall Safer Recruitment and Selection Process Checklist will be followed throughout the recruitment process.**

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Agreed by: Staffing and Curriculum Committee

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