

Alverton Primary School



Safer Recruitment Policy

Date Written	July 2016
Reviewed On	November 2017
Next Review Date	November 2018
I confirm that this policy has been reviewed and adopted by the Governing Body of Alverton Primary School.	
Chair of Governors	
Date: 29 November 2017	

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 for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

Statutory requirements for the appointment of staff in schools will be met.

Our Child Protection and Safeguarding Policy (November 2017) states that:

Our school operates safer recruitment procedures including making sure that:

- *statutory duties to undertake required checks on staff who work with children are complied with in line with the Disclosure and Barring Service requirements for Regulated Activity; Teachers' Prohibition Orders; the Child Care Act 2006 and Childcare (Disqualification) Regulations 2009;*
- *statutory guidance relating to volunteers is followed;*
- *at least one member of the recruitment panel members have undertaken safe recruitment training through an accredited training programme.*

We hold a Single Central Record (SCR) which demonstrates we have carried out the range of checks required by law on our staff.

Our school complies with the requirements of KCSIE, September 2016 - Part 3

Our school complies with the requirements of the Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009.

Inviting Applications

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

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

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

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

Short-listing and References

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

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

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.

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.

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.

School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

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.

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).

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.

Employment Checks

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

Induction

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.

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

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