




Causeway Green Primary School

Model Safer Recruitment Policy

Approved by Governors:

A handwritten signature in black ink, appearing to read 'J. Blake'.

Date: 16 April 2015

Reviewed July 2017 FGB

J Blake – Chair of Governors:

A handwritten signature in black ink, appearing to read 'J. Blake'.

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

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. Please refer to the Governors Committee Booklet.

3 IDENTIFICATION OF RECRUITERS

The school will follow the Governors Committee Handbook Guidelines when selecting the Interview Panel

Where possible the Interview Panel will consist of at least one member who has completed a recognised safer recruitment training course.

The Interview Panel will be, where reasonably practicable, responsible for the shortlisting process and the interview process. Changes to the panel will be agreed with the Headteacher or Chair of Governors where appropriate.

The Panel should also refer to the Equal Opportunities Policy.

The Panel may also seek advice from the Schools' HR advisor.

4 INVITING APPLICATIONS

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

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.

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.

4.3 All prospective applicants must complete, in full, an application form. Under no circumstances will CV's be accepted.

4.4 Recruitment agencies will only be used as a last resort and only if it is apparent that the school cannot make an appointment.

- 4.5 If recruitment agencies contact the school to say they have a suitable candidate the school will instruct the agency to ask the candidate to apply to the school through the normal recruitment process.

5 SHORT-LISTING AND REFERENCES

- 5.1 Short-listing of candidates will be against the person specification for the post. Where an application does not meet the person specification it should be disregarded.
- 5.2 Each application form will be thoroughly read.
- 5.3 Consideration must be given to any gaps in employment.
- 5.4 Due consideration should be given if a candidate has declared that they have a criminal history.
- Seriousness of the offence
 - When it happened
 - Would the candidate be shortlisted if there was no offence? If yes, further investigation into the offence may be carried out during the interview process.
- 5.5 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- 5.6 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 5.7 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.
- 5.8 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.
- 5.9 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.
- 5.10 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 At the start of the interview a panel member will highlight the terms and conditions of the post, with particular reference to a post that may be temporary.
- 6.4 At the start of the interview a panel member will state that 'any offer of employment is subject to satisfactory references and a satisfactory DBS clearance check'. The panel member will then give the candidate an opportunity to disclose anything that they have not disclosed on their application form. If the candidate does make a disclosure the panel may ask the candidate to vacate to allow the panel to make a decision as to whether or not to continue with the interview.
- 6.5 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 demonstrate their capacity to safeguard and protect the welfare of children and young people.

7 EMPLOYMENT CHECKS

- 7.1 All successful applicants are required to complete a pre-employment check.
- 7.2 Checks have been delegated to a 3rd party HR provider (currently Shireland Collegiate Academy), who will also issue, on the schools behalf, a contract of employment.
- 7.3 As part of the checks a DBS will be completed. If a DBS is returned with notification of a disclosure that the candidate has not declared the school reserves the right to withdraw the offer of employment.
- 7.4 Appropriate identity and evidence will be taken to ensure the successful applicant complies with current Asylum and Immigration legislation.
- 7.5 Appropriate checks will be completed to ascertain that a candidate is not barred from working with children.
- 7.6 Appropriate checks will be completed to ascertain that a candidate is not barred under the 'Disqualification by Association' criteria.
- 7.7 Medical Clearance – all successful candidates will complete a medical clearance form to be scrutinised by Sandwell Occupational Health. All issues arising from the medical clearance will be risk assessed.

8 INDUCTION

- 8.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies, whistleblowing policy and guidance on safe 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).