

Safer Recruitment

Date:	October 17	Review Date:	October 2018
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We are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

We wish to appoint the most suitable person for each vacant position regardless of age, marital status, sex, race, religion or belief, sexual orientation or disability. We intend to deter prospective applicants and to identify and reject applicants who are unsuitable to work with children.

We believe our recruitment and selection process is systematic, efficient, effective and equal. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced DBS Disclosure as all posts are exempt from the Rehabilitation of Offenders Act 1974.

Aims

- To ensure the practice of safe recruitment of school personnel and volunteer helpers.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ the responsibility of ensuring that the safe recruitment process complies with DFE guidance and legal requirements▪ delegated certain powers and responsibilities to the Principal to oversee compliance with DFE guidance and legal requirements;▪ nominated a link governor to liaise with the Principal and to report back to the GB;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Head of School	<ul style="list-style-type: none">• The Head of School will:<ul style="list-style-type: none">▪ promote the safeguarding and welfare of children;▪ ensure the school operates safe recruitment procedures;▪ safe recruitment training for school personnel involved in recruitment;

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	<ul style="list-style-type: none">▪ Staff trained at present are: Head of School, Deputy Head, School Business Manager, Safeguarding Officer/TA Team leader.▪ Staff to access training by Dec 17 three assistant heads and foundation stage lead.▪ all appointment panels to include one person who has successfully passed safe recruitment training;▪ ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;▪ ensure contractors and agencies comply with this policy;▪ undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;▪ monitor and evaluate the effectiveness of this policy
Safer Recruitment Procedure	<ul style="list-style-type: none">• When a post becomes vacant or is created then the following procedure takes place:<ul style="list-style-type: none">▪ Job advertisement<ul style="list-style-type: none">- All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.- All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.▪ School and Job Information Pack<ul style="list-style-type: none">- All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies.▪ Short Listing and References<ul style="list-style-type: none">- Applicants will be short listed for the post if they suit the job description and person specification.- Immediately after short listing references will be sent for those candidates short listed.- All referees will be asked if the candidate is

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suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.

- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.

▪ The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview will consist of an activity, informal meetings with the GB and representatives from the LA, a meeting with the School Council and a professional interview.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

▪ Pre - Employment Checks for the Successful Candidate

- Before taking up the post the following checks will be undertaken on the successful candidate:
 - References (2)
 - Proof of identity
 - List 99 checks
 - DBS Enhanced Disclosure
 - Medical fitness from Occupational Health
 - Proof of qualifications
 - Proof of registration with the GTS for teaching staff
 - Proof of a right to work in the UK

▪ Induction

- The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the

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	DFE guidance on Safe Working Practice.
Central Record of Recruitment Vetting Checks	<ul style="list-style-type: none">• We will keep a single central record of recruitment and record checks of:<ul style="list-style-type: none">▪ all teaching staff▪ support staff▪ supply teachers▪ volunteer parent helpers▪ governors who work as volunteers▪ LA tutors▪ After school club leaders▪ Breakfast club leaders
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none">• Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Head of School; J baker-Heath

Vice Chair of Governing Body; Emily Parsons

October 2017