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Approved by	Headteacher

SAFER RECRUITMENT POLICY

The governors and staff of Sholing Infant School are committed to safeguarding and promoting the welfare of its children and expect all staff to share this commitment. This will be done by ensuring the following policy is in place and adhered to.

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

There are some statutory requirements for the appointment of some staff in schools notably headteachers. Further information can be found at:-

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/342626/a-guide-to-recruiting-and-selecting-a-new-headteacher.pdf

IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move to ensure at least two recruiters have successfully received accredited training in safer recruitment procedures. At this school, the trained recruiters are Lisa Houghton, Trevor Steward and Jane Butler the Chair of Governors.

INVITING APPLICATIONS

Advertisements for posts whether in newspapers, journals or online, the person specification and the job description will include the statement:-

The school is committed to safeguarding and promoting the welfare of its children and young people and expect all staff to share this commitment. All postholders are subject to a satisfactory DBS disclosure.

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 an application form in full.

SHORTLISTING AND REFERENCES

Shortlisting 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 and neither references nor testimonials will be accepted from the candidate. Where necessary, referees will be contacted by telephone or email 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 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 the post
- Their absence record and any gaps in employment

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 shortlisted candidates. Interviews will always be face-to-face interview which may be via visual electronic link. Candidates will always be required to:-

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people

EMPLOYMENT CHECKS

All successful applicants are required:-

- Provide proof of identity (including photographic)
- Complete a DBS disclosure application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- 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 and the appropriate manager.

THE SCHOOL'S PROCEDURES

The school will ensure the following:-

- Have an open and transparent practice
- Have clear procedures for reporting concerns or issues
- Have a clear reporting structure so that people understand and know who to contact and where to get help
- Have open and agreed standards of behaviour and a code of conduct
- Have robust policies and procedures regarding safeguarding child and young people
- Have a commitment to safeguarding children and young people and put safeguarding high on everyone's agenda
- Keep an open mind
- Report those who make false declarations to the appropriate authorities
- Ensure new staff members are listed on the school's single central register

ROLES AND RESPONSIBILITIES

<i>Role</i>	<i>Responsibility</i>
Governors	<ul style="list-style-type: none">• Establish this policy• Monitor and review the effectiveness of this policy• Be familiar with DCSF guidance on safer recruitment
Headteacher	<ul style="list-style-type: none">• Ensure structures are in place to support the effective implementation of this policy• Consult on this policy• To complete safer recruitment training
Interview panel	<ul style="list-style-type: none">• To ensure child protection is central to the interview process
Office staff	<ul style="list-style-type: none">• To develop and maintain school's recruitment procedures• Maintain the Single Central Record• To ensure vetting and checking processes are in place and followed• Maintain personnel files including monitoring of appropriate evidence
All staff	<ul style="list-style-type: none">• To follow child protection policies and safeguarding policies