



## HIGHBURY PRIMARY SCHOOL

### GOVERNORS' SAFER RECRUITMENT FOR SCHOOLS POLICY

Highbury Primary and Nursery School's mission is:

- To be an inclusive, safe and caring community where each member is equally valued and nurtured to develop their potential.
- To achieve academic excellence by ensuring each pupil performs to the best of their ability.
- To work together as a team with parents and carers within the community to promote respect responsibility for the benefit of all.

### SAFER RECRUITMENT MODEL FOR SCHOOLS 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 applicants to vacancies in schools.
- Deter unsuitable candidates from applying for posts working with children and young people.
- Identify and reject those applicants who are unsuitable to work with children and young people.
- Ensure there is a robust process in place that sends out a clear message about the importance of safeguarding and safer recruitment in our schools.

This policy is not a replacement for the Schools Recruitment Policy, but incorporates elements of the full policy to highlight the importance of a safer recruitment process, and to embed these practices within school. This policy has been created in line with the guidance outlined in 'Safeguarding Children and Safer Recruitment in Education - January 2007'.

Schools should monitor any recruitment agencies, and ensure they comply with this policy, supplying written confirmation that all relevant checks have been satisfactorily completed.

## **2. Statutory Requirements**

There are some statutory requirements for the appointment of some staff in schools, notably headteachers and deputy headteachers. These requirements may change from time to time and must be met.

## **3. The Recruiting Panel**

In line with statutory requirements at least one member of the interview panel will have successfully completed the accredited training in safer recruitment procedures. This individual should be involved throughout the whole recruitment process.

## **4. Inviting applications from prospective candidates**

Advertisements for posts which will fall into the definition of regulated activity in schools will need to include the strap line:

This school is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment. DBS check at Enhanced level will be required prior to any offer of employment.

Application packs will contain as a minimum:

- Job description
- Person specification
- Schools Safer Recruitment Policy (this document)
- Schools Safeguarding Policy and/or Child Protection Policy.
- Details of the selection process for the post
- Relevant application form (non-teaching /teaching/headteacher)
- Criminal Records Self-Disclosure form (Rehabilitation of Offenders Act 1974 form)

All applicants should complete the relevant application form listed above in full, and submit to the school or Schools Recruitment Team as required.

Schools should not accept CV's in place of the application form. Candidates who send only a CV should be asked to complete the relevant application form for the post.

Candidates who submitted an application to a vacancy by email should be asked to sign a copy of the application form at interview stage to confirm the information provided is true and correct.

## 5. Shortlisting process

Shortlisting of candidates will be done against the person specification for the post.

Shortlisting will be undertaken by a minimum of two people, and will be consistent for all candidates.

Any inconsistencies should be identified at this stage, and if the candidate is taken forward to interviews probed fully.

## 6. References

Where possible, references will be taken up before the interview process so any discrepancies / inconsistencies can be probed during the interview process.

References will be sought directly from the referee. Agreed references or testimonials provided by the candidate will not be accepted.

References should be provided from the current or most recent employer, and where possible at least one reference should be from the employer where the role involved working with children.

References will be sent using the standard reference templates (teaching, non teaching and headteacher) to ensure all relevant information is received. Including:

- The candidate's suitability to work with children and young people.
- Any disciplinary warnings, including time expired warnings that relate to the safeguarding of children.
- The candidate's suitability to the post.

If required, referees will be contacted by telephone or email to clarify any anomalies, discrepancies, or any other areas for concern highlighted by the reference. Detailed notes on any exchange will be kept with the original reference.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

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

In line with the Equality Act 2010 no information will be requested in regard to attendance, sickness absence and time keeping, this information will be requested from referees for the appointed candidates only once a conditional offer of employment has been made.

## **7. Interviews**

All shortlisted candidates called for interview will be sent details confirming the interview, and providing information on the selection process, and details of the selection panel.

The selection process will be determined by the nature and duties of the post being recruited to. Schools may employ a number of selection tools, but as a minimum all vacancies will require a face-to-face interview of shortlisted candidates. (If required, and where feasible, visual electronic link face-to-face interviews may be undertaken)

Interview questions will be relevant to the post in line with the job description and person specification produced for the post.

At interview stage candidates will be required to:

- Explain satisfactorily any gaps in employment.
- Explain satisfactorily any anomalies or discrepancies in the information they have provided to the recruiting panel.
- Declare any information that may appear on a DBS check.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

Responses to interview questions, and feedback from other selection tools should be clearly documented for all candidates.

## **8. Pre-employment checks**

Successful applicants will be required to:

- Provide proof of their identity
- Complete an enhanced DB check and receive satisfactory clearance
- Provide original certificates of qualifications' relevant to the post
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Where necessary provide proof of registration with professional bodies

All documents should be sighted by a member of schools staff or the Schools Recruitment Team, and where necessary copies taken and held on the individuals personal file. All information must also be recorded onto the schools Single Central Record.

## 9. Induction of new staff

All new staff to the school will receive induction training that will include the schools 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 appropriate managers, and new employees will attend any appropriate training

Staff should know the referral process for safeguarding issues and the processes to follow for allegations made against staff, including the headteacher.

Approved by the Governing Body: .....

Date implemented: November 2017

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