



St Mary's Church of England Primary School

Safer Recruitment Policy

St Mary's CE Primary School promotes the safeguarding and welfare of all students in its care: all policies support the "Safeguarding Policy", are fully consistent with the "Every Child Matters" agenda, and fully support the principles of equal opportunities for all.

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St. Mary's Church of England (A) Primary School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with the Safeguarding Children and Safer Recruitment in Education Guidance – January 2007 the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

Aims:

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is carried out equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to the school.

Our philosophy

At St. Mary's CE (A) Primary School we adopt a culture of collective responsibility. Everybody is concerned with the safety and well being of the children in our care.

We accept that whistle blowing is a part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors, or the Local Authority Child Protection Officer.

The Process

- Recruitment advertising must contain a safer recruitment statement.
- The job description must be relevant and accurate.
- The person specification must include child protection duties.
- Written references must be taken up before interview.
- The interview process is conducted by at least two senior members of staff/governors, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out relevant checks on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.

Inviting applicants

- All adverts should carry a statement on the School's policy towards safeguarding children and the requirements for DBS checks.
- Information packs to candidates should also include the Safer Recruitment Policy.
- It will be made clear to candidates that only Local Authority (LA) completed application forms will be accepted (not CV's).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidates application form will be explored; this will include incomplete forms and gaps in work history.
- Prior to interview candidates must complete the online DBS application (instructions will be provided prior to interview). Relevant identification must then be produced on or before the interview date to support the DBS application.
- Candidates must bring original educational qualification certificates to the interview (copies will not be accepted).
- Two references must be taken up prior to interview. One must be the current, or most recent, employer.
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, and informing other Schools where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection.

Validation of checks

- All checks will be confirmed in writing.
- These checks will be retained in a personal file and will include: candidate's application form and letter of application, two references, DBS disclosure number and either pre-employment health questionnaire (PEHQ) or Occupational Health medical clearance.
- A single central record sheet will be kept of all school staff, governors and volunteers that have access to the school and will include details of relevant identification documents that have been evidenced by an authorising officer.

Monitoring of this policy will include:

- Examining staff turnover and the reasons for leaving.
- Conducting exit interviews.
- Providing new recruits with safeguarding training.
- Providing the Governing body with a report as to the effectiveness of this policy.
- A member of the Governing body will be trained in safer recruitment practices and will monitor the effectiveness of this policy along with the Headteacher.

It is a legal requirement that the Headteacher and nominated Governors have attended training on safer recruitment before interviewing staff for a post in school.

Training

The Headteacher, Mrs Clare Hill attended safer recruitment training December 2017. Mrs Emma Furnival Chair of Governors (training booked October 18) All training will be renewed as recommended, every 5 years.