

Safer Recruitment Policy

Updated September 2016



St Ives Junior School Safeguarding: Safer Recruitment Policy

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Complaints and Grievance Policy and Whistleblowing Policy.

Introduction

Safeguarding and promoting the welfare of children and vulnerable adults is an integral factor in the St Ives Junior School recruitment process and plays an essential part in creating a safe environment for children and vulnerable adults.

This document sets out the duties and responsibilities of all staff at St Ives Junior School in relation to recruiting and vetting staff, contractors or volunteers and for providing a safe learning environment.

The measures described in this policy are applied in relation to everyone who works at St Ives Junior School including those who may not have direct contact with children and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education September 2016, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 s157 and Care Standards Act 2000. We also comply with Cornwall Safeguarding Children Board procedures and ensure that all supply agencies and many contractors supplying services to the School use Safer Recruitment practices.

Our Principles

All safeguarding arrangements at St Ives Junior School are underpinned by the following key principles:

- Safeguarding is everyone's responsibility: all Staff, Governors and Volunteers should play their full part in keeping children safe;
- We will aim to protect children using national, local and school child protection

procedures;

- That all Staff, Governors and Volunteers have a clear understanding regarding abuse and neglect in all forms; including how to identify, respond and report. This also includes knowledge in the process for allegations against professionals. Staff, Governors and Volunteers should feel confident that they can report all matters of safeguarding in the School where the information will be dealt with swiftly and securely, following the correct procedures with the safety and wellbeing of the children in mind at all times.
- That we operate a child-centred approach: a clear understanding of the needs, wishes, views and voices of children.

Safer Recruitment Training

Since January 2010 the School Staffing Regulations require that every recruitment panel for a school-based post must include at least one member with safer recruitment training. At our school, the following people hold this certificate and therefore at least one will be involved in every recruitment process:

Ruth Davey (Headteacher)

Jo Harvey (Chair of Governors)

Jez Kemp (Governor)

Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. St Ives Junior School uses the local authority application form for all candidates.

Main elements of the process include:

- establishing members of the recruitment panel at least one of whom must have undergone Safer Recruitment training;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are

- investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
 - a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
 - verifying the successful applicant's identity and their right to stay in the UK;
 - verifying that the successful applicant has any academic or vocational qualifications claimed;
 - checking his or her previous employment history and experience
 - verifying that s/he has the health and physical capacity for the job;
 - an enhanced DBS check / certificate with barred list information
 - an awareness of the Disqualification by Association rules and having an appropriate procedure in place which can be applied if required
 - for overseas candidates verification of the right to work in the UK, checks for any teacher sanctions or restrictions that a European Economic Area professional regulating authority has imposed and police checks. (For further information on the appointment of candidates who have lived or worked overseas see DFE guidance 'Keeping children safe in education' (Updated September 2016) , paragraphs 114 to 115.
 - Prohibition Register check (for teachers).

The checklist at Appendix 1 is used to sign off each stage of the process and is filed as a permanent record at the end of the process along with all correspondence pertaining to the interview and references.

Interviews

The selection process for people who will work at St Ives Junior School always includes a face-to-face interview even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, the identity of the candidates is verified by checking original documents such as ID documents (passport, driving licence) and certificates to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate using the DBS Revised and Enhanced Identification Checking Guidelines (effective from July 2014). A satisfactory certificate in line with current child protection legislation must be received before the successful candidate is allowed to take up the post.

Conditional offer of Employment – pre-employment checks

An offer of appointment to the successful candidate will be conditional upon:

- The receipt of at least two satisfactory references (if those have not already been received – see below); the reference forms include specific questions to verify the suitability of candidates to work with children and vulnerable adults and to establish whether candidates have had any disciplinary offences relating to children. All references are verified by telephone.
- Verification of the candidate's identity (if that could not be verified at interview);
- A satisfactory enhanced DBS Disclosure Certificate
- A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
- Verification of the candidate's medical fitness;
- Verification of qualifications (if not verified at interview);
- Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
- Verification of previous employment history and experience, including exploration of any gaps and anomalies;
- (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);
- (For teaching posts) check the Prohibition Register (using Employer Access Online)

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. (See the school's induction policy) The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, intimate care, internet safety and local child protection and safeguarding procedures – as referred to by the Cornwall and Isles of Scilly Safeguarding Children Board;
- safer working practice and the standards of conduct and behaviour expected of staff and children / young people at St Ives Junior School;
- how and with whom any concerns about those issues should be raised; and

other relevant personnel procedures e.g. disciplinary, capability and whistleblowing.

The Single Central Record

We keep a Single Central Record as described in DfE guidance (see appendix 2). The School secretary is responsible for the day to day up keep of the SCR as directed by the Headteacher. The Single Central Record includes all employees, supply staff, relevant consultants (those involved in regulated activity), trustees and volunteers. The central record must indicate whether or not the following have been completed:

- an identity check
- a barred list check
- an enhanced DBS check/certificate
- a prohibition from teaching check
- a check for a section 128 direction (for management positions in independent schools including academies and free schools)
- further checks on people who have lived or worked outside the UK; this would include recording checks for those European Economic Area (EEA) teacher sanctions and restrictions described in paragraph 114 of the Keeping Children Safe in Education September 2016 ;
- a check of professional qualifications
- a check to establish the person's right to work in the UK.

Supply Staff

- We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record and we record the date that this information is received.
- In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

Appendix 1 Recruitment and Selection Checklist

Role Advertised:	
Date Advertised:	
Name of Manager completing checklist:	

PRE-INTERVIEW:	Initials	Date
<p>PLANNING</p> <p>Timetable decided; job specification and description and other documents to be provided to candidate reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc. Establish the members of the recruitment panel and ensure they are involved in all stages of the recruitment process, including scrutinising application forms, shortlisting candidates, conducting the interviews and resolving any discrepancies and anomalies.</p>		
<p>VACANCY ADVERTISED</p> <p>Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children and vulnerable adults, and need for successful applicant to be DBS checked</p>		
<p>APPLICATIONS on receipt</p> <p>Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting</p>		
<p>SHORTLIST PREPARED</p>		
<p>REFERENCES – seeking</p> <p>Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about suitability of candidate for the post and of working with children and vulnerable adults</p>		
<p>REFERENCES – on receipt</p> <p>Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible)/ referee</p>		
<p>INVITATION TO INTERVIEW</p> <p>Includes all relevant information and instructions</p>		
<p>INTERVIEW ARRANGEMENTS</p> <p>At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards</p>		

Name of person on recruitment panel who holds Safer Recruitment certificate Name		
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INTERVIEW & POST-INTERVIEW:	Initials	Date
SUITABILITY FOR THE POST Interview explores applicant’s qualifications, knowledge and skills, aptitude and ability, as well as suitability to work with children and vulnerable adults		
IDENTITY <ul style="list-style-type: none"> Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate, applicant completed application for DBS Disclosure 		
PREVIOUS EMPLOYMENT AND EXPERIENCE Interview explores applicant’s previous employment and experience in order to verify claims on application form		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period		
REFERENCES (if not obtained and scrutinised previously).		
IDENTITY (if that could not be verified on the day of the interview)		
QUALIFICATIONS (if not verified on the day of interview)		
Permissions to work in UK, if appropriate		
Criminal check – satisfactory DBS certificate received		
DBS Barred list check – (for regulated activity)		
Prohibition Register – (for teachers)		
HEALTH – the candidate is physically and mentally fit, as required by the post		
QTS – (if required)		
INDUCTION – Child Protection training completed - basic awareness of H&S, e-safety, staff code of conduct, etc.		