

Low Ash Primary School
Safeguarding Policy Appendix 1 - Safer Recruitment Policy

March 2017

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Safeguarding Statement

At **Low Ash Primary** we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at **Low Ash Primary**. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

1. INTRODUCTION

Safer Recruitment is an important part of safeguarding children. The key elements of a Safer Recruitment process should:

- be robust
- have a relevant vetting and checking procedure include a robust induction
- provide an excellent training infrastructure

This policy outlines the steps we are taking to ensure that people who are employed by **Low Ash Primary** are safe to work with children and young people.

2. PURPOSE

- To prevent unsuitable people working with children, young people and vulnerable adults.
- To attract the best possible applicants to vacancies.
- To create and maintain a safe workforce .
- To develop partnership working within the organisation and between the organisation and outside agencies

This policy has been updated in line with the DfE Statutory Guidance for Schools and Colleges, April 2014, 'Keeping Children Safe in Education' and supplementary advice issued in Oct 2014.

3. GUIDELINES

The key to effective safeguarding is to develop a culture which is sensitive to all aspects of child protection. We do this by ensuring recruitment includes the undertaking of -

- full pre-employment checks ie CRB/DBS evidence of identity
- evidence of eligibility to work in the UK (if appropriate)
- at least two satisfactory references
- proof of qualifications (if necessary for the post)
- job application form

4. INVITING APPLICATIONS

4.1 Advertisements for posts, whether in newspapers, journals or on-line, will include the statement **“Low Ash Primary School is committed to safeguarding and promoting the welfare of children. All posts are subject to an enhanced CRB check.”**

4.2 All postholders are subject to a satisfactory “Enhanced with Barred List information Disclosure and Barring Service Check.” (DBS)

4.3 Job descriptions will make clear the degree of responsibility for safeguarding and promoting the welfare of children which is involved for each post, emphasising that safeguarding is everybody’s responsibility

4.4 Prospective applicants will be supplied as a minimum, with the following (these are sent electronically and can all be downloaded) - job description and person specification , the school’s safer recruitment policy (this document) the selection procedure for the post and an application form.

4.5 All prospective applicants must complete, in full, an application form

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates is against the person specification for the post

5.2 References are taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

“Ideally, references should be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.” (Keeping Children Safe in Education – April 2014- para 63, p22)

5.3 References are sought directly from the referee; references or testimonials provided by the candidate are never accepted.

5.4 Where necessary, referees may be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies; a detailed written note must be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees are contacted in order to clarify any anomalies or discrepancies; a detailed written note must be kept of such exchanges

5.6 Referees must 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

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

6. THE SELECTION PROCESS

6.1 Selection techniques are determined by the nature and duties of the vacant post, but all vacancies require an interview of short-listed candidates.

6.2 Interviews are always face-to-face. Telephone interviews may be used at the short-listing stage but are not a substitute for a face-to-face interview.

6.3 The interview panel must always include at least one member who has successfully completed safer recruitment training. He or she will be responsible for ensuring that “Safer recruitment” procedures have been followed.

6.4 Candidates must always be required:

- to explain satisfactorily any gaps in employment
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- to declare any information that is likely to appear as part of an enhanced DBS with barred list checking exercise
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. PRE-APPOINTMENT CHECKS

7.1 When appointing new staff Low Ash Primary will:

- verify a candidate’s identity, preferably from current photographic ID and proof of address except where, for exceptional reasons, none is available.
- obtain a certificate for an enhanced DBS check with a barred list information where the person will be engaging in regulated activity.
- obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available.
- check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State, using the Employer Access Online service.
- verify the candidate’s mental and physical fitness to carry out their work responsibilities. (Education Health Standards Regulations 2003 England) A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. (Section 60 of the Equality Act 2010).
- verify the person’s right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should

follow advice on the GOV.UK website.

- make any further checks considered appropriate if the person has lived or worked outside the UK. verify professional qualifications, as appropriate.
- ask candidates to provide relevant information, not only about themselves, but also about a person who lives in the same household as them. (Keeping Children Safe in Education – Childcare Disqualification Requirements Supplementary Advice October 2014)

(Keeping Children Safe in Education – April 2014- para 57, p19)

7.2 If, during the previous 3 months, the candidate has worked in a school or college in a capacity that involved regular unsupervised contact with children, the DBS update service is used to confirm that they are covered by enhanced DBS with barred list information.

7.3 If the DBS certificate is not available in time for the applicant to take up their post, the school carries out a risk assessment, including use of references and checking the barred list; the applicant is not left unsupervised with children until enhanced DBS with barred information has been received.

8. INDUCTION

8.1 All staff who are new to the school receive induction training that must include the school’s safeguarding policies and guidance on safe working practices.

8.2 The school has procedures and processes in place which ensure:

- there is effective induction and training in relation to safeguarding
- It is clear how to report concerns or issues or how to get help
- there are agreed standards of behaviour and a code of conduct for all employees
- that all staff are aware of the importance of Safeguarding

9 ROLES AND RESPONSIBILITIES

Roles	Responsibilities
Governors	Establish this policy Monitor and review the effectiveness of this policy Be familiar with DFE guidance on Safer Recruitment
Headteacher	Ensure structures are in place to support the effective implementation of this policy Consult on this policy To ensure the members of the interview panel have the necessary authority to make decisions about appointment and at least one member of the interview panel has completed Safer Recruitment Training
Interview Panels	To ensure child protection is central to the interview process;
HR Officer with SLT	To develop and maintain school’s recruitment procedures To ensure vetting and checking processes are in place and followed To be responsible for maintaining and updating
All Staff	To follow child protection policies and procedures

