

# **Brandhall Primary School**



## **Safer Recruitment Policy**

**Last Reviewed: September 2021**

**Next Review: September 2024**

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## **Safer Recruitment Policy**

As an LA school we have adopted the LA's policy however, as a Governing Body we are aware that this policy has some shortfalls. The Governing Body is committed to following statutory guidance in "Keeping Children Safe in Education". Consideration will also be given to the appropriateness of Childcare Disqualification Regulations.

### **1. Purpose of Safer Recruitment Policy**

The purpose of the safer recruitment policy is to set out the minimum requirements of a recruitment policy that aims to:

- 1.1 Attract the best possible applicants to work in our school.
- 1.2 Deter candidates who are unsuitable to work with children or young people from applying for positions within school.
- 1.3 Identify and reject candidates who are unsuitable to work with children or young people.
- 1.4 Take every possible measure to ensure the safety of our children, in line with the school's safeguarding policy and the Keeping Children Safe in Education document.

### **2. Recruitment**

- 2.1 The interview panel will consist of at least one member who has completed a recognised safer recruitment training course.
- 2.2 The interview panel will consist of at least one member of the governing body, preferably a member with most suitable experience and skills.
- 2.3 The interview panel will also be part of the shortlisting process, unless extenuating circumstances arise or it is not otherwise possible for this to be the case.
- 2.4 The panel will at all times adhere to the school's equal opportunities policy.
- 2.5 The panel may seek advice from the school's HR advisor during the process of recruitment.

### **3. Advertising Posts**

- 3.1 Advertisements for posts – whether in newspapers, journals or online – will include the statement: "The school is committed to safeguarding children and young people."
- 3.2 The requirement of an enhanced DBS and further clearances will be made clear to all prospective candidates at every possible opportunity.
- 3.3 Prospective applicants will be supplied, as a minimum, with the following: (a) a job description and person specification; (b) the selection procedure for the post; (c) an application form.
- 3.4 CVs are not acceptable and all applicants must fill out the Local Authority standard application form. This must be made clear when advertising any post.

- 3.5 If recruitment agencies or equivalent organisations contact the school to say they have a suitable candidate the school will instruct the agency to ask the candidate to apply to the school through the normal recruitment process.
- 3.6 Current employees or candidates who have an existing relationship with the school will be asked to apply to the school through the normal recruitment process.
- 3.7 The full school safeguarding policy will be part of the online advertisement and the expectation to read this before applying will form part of the advert.

#### **4. Shortlisting**

- 4.1 Short-listing of candidates will be against the person specification for the post. Where an application does not meet the person specification it should be disregarded.
- 4.2 A member of the administration team will separate LA standard application forms, so that the panel is unaware of personal details; short-listing is completed on the basis of whether or not the candidate meets the person specification and personal details will not be taken into account.
- 4.3 Where personal details, such as age, address, ethnicity, are revealed through the content of the application form, these must not be taken into account during the short-listing process.
- 4.4 Each application form will be thoroughly read by the panel.
- 4.5 The application form should be scrutinised prior to interview, with any discrepancies or concerns raised during the interview process. Due consideration must be given to any gaps in employment. If the candidate is shortlisted on the basis of their application meeting the person specification, further investigation may be carried out during the interview process.
- 4.6 Due consideration must be given to candidates who declare they have a criminal history. Based on the seriousness of the offence, the date of the offence and any other details, this may require further investigation at the interview stage (assuming candidate meets the person specification and is successfully shortlisted).

#### **5. References**

- 5.1 Two references are required in order for a prospective candidate to be considered for employment. All posts are subject to these two references.
- 5.2 Where reasonably possible, two references will be received prior to the interview date by a member of the administration team.
- 5.3 Professional references received via email must be from a professional email address.

- 5.4** References of successful candidate will be kept on file. References of other shortlisted candidates will be shredded, once the recruitment process is complete.
- 5.5** Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of telephone exchanges.
- 5.6** Where necessary, candidates can be asked about anomalies, discrepancies or issues arising as a result of their references. Responses will be recorded as part of the selection process.
- 5.7** Where applicable, one of the references must be from the candidate's current or most recent employer. This is stated on the application form. In the event that a provisionally successful candidate does not include their current or most recent employer as a reference and no reason for this is given, the panel should contact the previous employer, keeping a record of the exchange.
- 5.8** Referees will fill out a standard referee form provided by school, rather than providing their own form or statement. The school referee proforma includes questions about: (a) the candidate's suitability for working with children and young people; (b) any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children; (c) the candidate's suitability for this post; (d) information relating to the candidate's attendance record.
- 5.9** In the event that referees refuse to use the standard proforma as a result of their own policies and procedures, it is acceptable to have one reference in a different format, providing that the current or most recent employer has provided school with the standard proforma and it has been ascertained that both references confirm the candidate's suitability to work with children and suitability for the post.
- 5.10** School will not employ a prospective candidate if the references: (a) indicate that the candidate is not suitable to work with children; (b) indicate that the candidate is not suitable for the specific post; (c) indicate that the candidate has given false information on either their application form or during the interview/selection process; (d) indicate that the candidate poses any kind of safeguarding risk to our children; (e) give details of disciplinary warnings or actions that indicate the candidate is not suitable for the post.
- 5.11** School employees are entitled to view and/or receive copies of references provided, if requested.

## **6. Interview/Selection Process**

- 6.1** All candidates arriving for interview will be asked to provide identification. School reserves the right to turn candidates away should they fail to provide suitable identification.

- 6.2** Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face to face interview of shortlisted candidates.
- 6.3** Where appropriate, the panel will call on the expertise of the school's HR advisor or other external organisations to ensure all measures are taken to successfully recruit the most suitable candidate.
- 6.4** At the start of the interview a panel member will highlight the key terms and conditions of the post, with particular reference to a post that may be temporary. The panel member will also remind candidates that all posts are subject to clearances, including an enhanced DBS check and two references.
- 6.5** During the selection process, candidates will always be required: (a) to explain satisfactorily any gaps in employment; (b) to explain satisfactorily any anomalies or discrepancies in the information available to recruiters; (c) to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 6.6** Every interview for a position within school must include at least one safeguarding question. For posts working with children, a candidate may be deemed unsuitable because of a failure to adequately answer a safeguarding question. For other posts within school, such as cleaning or catering roles, it may be more appropriate to insist a candidate undertakes safeguarding training if successfully appointed.

## **7. Required Clearances**

**7.1** All successful applicants are required to complete pre-employment checks and their appointment will be dependent upon the successful completion of these checks.

**7.2** Employees of the school must complete:

- **An enhanced DBS check**
- **A barred list check**
- **A prohibition from teaching check**
- **Two acceptable references, one from the current or most recent employer where possible**
- **An overseas check, if required**
- **An EEA restrictions check, if required**
- **Early Years Declaration to state they have no convictions**
- **An Ofsted Waiver (where necessary because of a relevant criminal declaration)**

- **A medical check**
- **Identification check**
- **Asylum and Immigration check / Right to work in UK check**
- **GTS Registration check (for Teachers only)**
- **QTS check (for Teachers only)**
- **Qualifications check (ensuring that there are certificates or equivalent evidence for all essential qualifications, as per the person specification)**

**7.3** Pre employment checks are undertaken by a third party, the local authority HR department, who are also responsible for issuing contracts upon successful employment.

**7.4** If a DBS is returned with notification of a disclosure that the candidate has not declared or has not declared in full the school reserves the right to withdraw the offer of employment.

**7.5** Where necessary, as a result of details from either DBS clearance or Early Years Declaration, school will insist that a candidate applies for an Ofsted Waiver in order to commence employment.

**7.6** Issues arising from a candidate's medical clearance will be risk assessed when it is deemed that the condition is either a risk to the candidate, other members of staff or children.

## **8. Induction:**

**8.1** All staff who are new to the school will receive induction training that will include the school's safeguarding policies, whistleblowing policy and guidance on safe working practices. Staff will also receive a staff handbook as part of the induction process; staff will be required to sign to say they have read the staff handbook and all policies, including Keeping Children Safe in Education.

**8.2** The induction process will start before the member of staff starts working at the school unless there are extenuating circumstances and this is not possible. Certain elements of the induction can only be completed once the new member of staff has started, we expect these areas to be completed within two weeks of employment.

**8.3** Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## **9. Supply Staff and Service Contracts with External Organisations**

**9.1** All agencies and external organisations responsible for adults who attend site and engage in regulated activity with children at school, must provide a letter confirming that the adults in question have completed the necessary checks listed in the 'Required Clearances' section of this policy (7.2).

- 9.2** Supply agencies and external organisations providing school with staff must provide details of staff attending site for the first time prior to their arrival, including DBS number, date of DBS issue and a photograph to ensure identity can be affirmed by administration staff.
- 9.3** All supply staff and adults working for external organisations will be required to provide identification upon their first visit to the school and thereafter in instances where visits are not frequent.
- 9.4** School will ensure that all adults who engage in regulated activity with children are suitable to work with children and will therefore confirm that external organisations providing staff to school adhere to the same policy as the school in terms of safer recruitment.
- 9.5** All supply staff and other adults working with children will be provided with a staff handbook and a safeguarding leaflet when they sign in to school for the first time.

## **10. Volunteers and Students**

- 10.1** All volunteer service contracts are authorised by the Head Teacher.
- 10.2** All volunteers who engage in regulated activity or are provided with an opportunity for contact with children must have an enhanced DBS and must have filled out an Early Years Declaration. All volunteers will also have two references, which could be character references from people within a position of trust. Further checks or evidence may also be required, depending on the volunteer role.
- 10.3** All volunteers must provide identification upon their first visit to the school.
- 10.4** All Colleges and Universities responsible for students who attend site and engage in regulated activity with children at school, must provide a letter confirming that the adults in question have completed the necessary checks listed in the 'Required Clearances' section of this policy (7.2).
- 10.5** Colleges and Universities providing school with staff must provide details of staff attending site for the first time prior to their arrival, including DBS number, date of DBS issue and a photograph to ensure identity can be affirmed by administration staff.
- 10.6** All students will be required to provide identification upon their first visit to the school and may be asked again, if their course is split into more than one placement.
- 10.7** School will ensure that all students and volunteers who engage in regulated activity with children are suitable to work with children and will also confirm that external organisations providing staff to school adhere to the same policy as the school in terms of safer recruitment.
- 10.8** All volunteers and students working with children will be provided with a staff handbook and a safeguarding leaflet when they sign in to school for the first time.

**10.9** All volunteers and student will complete the induction process in the same way as an employed member of staff.

## **11. Single Central Record**

- 11.1** The single central record is maintained by one elected member of staff, with other members of staff able to access the single central record in instances where the elected member of staff is unable to fulfil his/her duties. In addition, the external HR provider is able to offer expertise and training on the single central record in the event that the elected member of staff is absent for a substantial period of time.
- 11.2** The single central record contains details of all staff, volunteers and other staff provided by external organisations who engage in regulated activity with children.
- 11.3** The single central record contains information regarding the checks listed in the 'Required Clearances' section of this policy (7.2), including the date on which each check was completed or certificate was obtained.
- 11.4** Staff are asked to complete a 'disqualification under the childcare act 2006' declaration on an annual basis. As part of this declaration, it is clear that staff have a duty to declare any offences, orders or restrictions that would disqualify them from working with children.