

Safer Recruitment Policy



(See also Child protection and safeguarding policies)

'...where we all matter.'

Overview

Wrenbury Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our policy and selection procedure will fully incorporate and conform to all guidance from the DFE and LA. It will be closely linked to our Child Protection Policy and procedures.

Objectives

- To ensure that we make excellent appointments at all levels
- To ensure that we appoint only those who are appropriately qualified and fit to work with children
- To ensure that all safeguarding checks and procedures are carried out rigorously
- To promote the welfare and education of children at every stage in the recruitment process

Strategy

1. When a vacancy arises, careful planning will be carried out to identify the skills, abilities, experience, behaviours, attitudes/motivation and values towards children the right candidate will need to demonstrate. These will be set out clearly in the advertisement.
2. The advert will make explicit the school's commitment to safeguarding and safer recruitment .
3. The recruitment strategy will be planned and set out with dates and times, so that that all involved are clear about the part they will play. *Recruitment and Selection Checklist(Keeping Children Safe in Education: Safer Recruitment Delegate workbook 2015-16 Safer Recruitment Consortium - p27)*
4. At least one member involved in the recruitment process will have safer recruitment training and will be involved at every stage of the recruitment process.
5. We will use the standard LA Application Form which meets all the expected standards
6. Ensure that the job description and person specification makes reference to the responsibility for safeguarding and suitability to work with children
7. The school's Safeguarding and Child Protection policies will be sent to potential applicants as a matter of course.
8. Before short-listing, panelists should consider job description and person specification and the questions to be asked - *What would a good candidate be expected to say?*
9. At least two members of the interviewing panel will scrutinize comprehensive information received from applicants, being careful to take up and satisfactorily resolve any discrepancies or anomalies.
10. Obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns before the interviews take place
11. Ensure that one reference is from a current employer and collect information regarding their behaviours towards children, suitability to work with children and any disciplinary information. If not currently working with children ensure one reference is linked to working with children
12. Scrutinise applications carefully and short list only those that match the criteria set in both the job description and person specification
13. To use a range of selection tools - not just face-to-face interview

14. To hold face-to-face interviews to explore the candidates suitability to work with children, their suitability for the post (skills and experience) as well as their motivations and attitudes
15. Ensure that at least one member of the interview panel has completed the 'Safer Recruitment' training
16. Ask the same questions of all candidates but further questions pertinent to individuals will be asked to ensure information gathered fully answers queries or anomalies. Record why further questions were needed.
17. Safeguarding questions must not ask for knowledge of procedures or be of a hypothetical nature but should ask for concrete examples of a candidate's experience of safeguarding in practice and also explain a candidate's motivation and attitude to work with children
18. Do not accept 'open' references or letters of recommendation at interview
19. A conditional offer of employment can be made pending on the following checks:
 - Verification of the successful candidate's identity including DOB
 - Verification of the successful candidate's eligibility to work in the UK
 - DBS Barred List
 - Enhanced DBS check
 - For Teachers appointed after 02/09/13 not subject to Prohibition Order
 - Verification of the successful candidate's professional qualifications
 - Check previous employment history and experience
 - Status: QTS, HCPC, disqualification from EY/Childcare register etc
 - Overseas check
 - Criminal history does not have relevance to role applying for
 - Verify the candidates health and physical capacity for the job

Outcomes

Through the thorough nature of our recruitment process we will ensure that our school is staffed by well qualified people who are fit to work with children. In this way we will promote excellent education, teaching and learning in a safe and nurturing ethos where children thrive and do well.

Signed: *Bessa Cador*

Reviewed: Spring 2019

This policy will be reviewed annually to take into account legislative changes.