



SAFER RECRUITMENT POLICY

DATE OF DRAFT: Oct 2009

RESPONSIBILITY: Headteacher

DATE OF REVIEW: Oct 2012

Process

This policy was developed following the head teacher's safeguarding training provided by the National College for School Leadership; it also draws on information contained in the South Glos Schools Personnel Administration Notice (3/2008 28th February 2008)

This policy is one element of the school's Safeguarding Policy.

Aims

For the school to safeguard children through protecting against potential abuse from any adult working in school.

Objectives

- 1) To have a clear and robust recruitment process that makes it clear that the school is not a 'soft touch' for possible abusers
- 2) To have comprehensive induction procedures for all adults who work in school, including safeguarding procedures
- 3) To develop a 'safer school culture'

Strategies

- **Recruitment**

Any vacancy will be managed in a consistent and coherent manner using good practice derived from South Gloucestershire Personnel procedures and the NCSL training.

- 1) All job adverts will carry the following statement on the school's policy towards child protection and safeguarding children and the requirement for a CRB check.

'Longwell Green Primary School is committed to the protection and safety of its pupils.

The advertised position is subject to an enhanced CRB check.'

- 2) The school maintains a file of skeleton documents, based on South Gloucestershire model job descriptions and person specifications.
- 3) Any statutory responsibilities regarding the welfare and safety of children will be communicated to all applicants
- 4) Recruitment for all positions will be based on the qualifications, experience and suitability for the position, and not just on skills

- 5) Each recruitment process will be carefully planned and managed by the Head teacher
- 6) Candidates' information packs will highlight the school's commitment to safeguarding children; they will be aimed at encouraging applications from those suitable for the post and deterring unsuitable candidates from applying. The pack should contain:

Job description, standardised job application form, Child Protection Policy, Policy for Safeguarding Children, school information, terms and conditions, equal opportunities statement, local authority information, interview and selection procedures, requirements for references and CRB check, a notice about the consequences of providing false information

- 7) All references for candidates invited to interview will be collected before the interview. References must include one from the current employer if the applicant is currently working with children; if they are not currently working with children a reference should be obtained from previous employment involving children. Referees will be sent the job description and person specification in the post and references must be made on the standard South Gloucestershire proforma.
- 8) Any anomalies in the application/reference will be raised with the applicant before the interview as part of the short listing process
- 9) All candidates must be judged equally against the selection criteria in the person specification
- 10) All applicants who are invited to interview will be asked to bring documentary proof of their identity and qualifications* in the letter inviting them to interview. This letter will also contain notice regarding the panel asking questions related to child protection matters during the interview.

*** These must be original documents such as a driving licence, passport, certificates and diplomas**

- 11) There are seven ground rules for interviewing:
 - Be properly prepared with the appropriate paperwork provided for the panel (minimum of two people)
 - Have all relevant paperwork to hand
 - Apply the same practice for all candidates
 - Don't veer from the agreed questions unless seeking confirmation on a point; questions may vary according to the responses in the application form
 - Ensure the questions are relevant and justified, mixing open ended and closed questions and asking for practical examples
 - Make notes on the candidates responses
 - Avoid telephone interviews

- 12) In the case of volunteers and students, CRB checks are required in the following circumstances:
 - All students must have current CRB checks as part of their college/ university enrolment
 - Volunteer helpers must have a CRB if they have 'a significant level of unsupervised contact' (South Glos SPAN 3/2008) ie those who accompany children swimming; those who accompany children on school camp; those who regularly work in school (three or more times in a 30 day period)
 - Under no circumstances must a volunteer who has not obtained a CRB check be left unsupervised with children
- 13) All volunteers are subject to identity checks and if appropriate references
- 14) In the case of governors, it is not current DCSF policy for all governors to be the subject of an Enhanced CRB check. However, the school will continue to follow up to date guidance provided by the local authority.

- **Appointment and induction**

- 1) Any appointment must be made subject to the following being satisfactorily met: *identity, professional status, qualifications, references, CRB disclosure, medical disclosure*
- 2) Induction is provided for all new staff for the following purposes:
 - Confirm the conduct of adults within school
 - Support individuals in a way that is appropriate for their role
 - Provide training and information about the school's policies and procedures
 - Provide an opportunity to identify any concerns or issues related to the new member of staff so they can be acted upon immediately
- 3) The Headteacher will meet with each new member of staff, volunteer or student and go through the Code of Conduct, which will be signed by all adults working in the school
- 4) All new members of staff will be asked to read the following protection policies:
 - Child Protection
 - Anti bullying

- **Creating a 'safer school culture'**

- 1) The school needs to demonstrate the following as part of its 'safer school culture':
 - Evidence of awareness of safeguarding issues in society
 - Curriculum links, enabling children to explore these issues
 - Teacher/ parent liaison regarding these issues
 - Clear Child Protection Policy
 - Mutual respect throughout the school
 - Documented evidence of any issues arising and discussions around these issues
 - Governor involvement in child protection practice

- Good communication about any changes to practice
 - Involvement of the School Council
- 2) The school has a Code of Conduct in place which applies to all adults who work in the school, whether paid employees, volunteers or students.