



Kirtlington
C.E. School

Safer Recruitment Policy

Reviewed and approved by: FGB

Policy Reviewed: November 2021

Future Review: November 2022

Safer Recruitment Policy for Schools and Settings

1. Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **Kirtlington CE Primary School** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (September 2021)” and will be reviewed by the Governing Body in November 2022.
- 1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school’s Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
 - attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 **Kirtlington CE Primary School** is committed to using procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:
 - behaved in a way that has harmed a child, or may have harmed a child
 - possibly committed a criminal offence against or related to a child
 - behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2. Aims and Objectives

- 2.1 The aims of the Safer Recruitment policy are to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers.
- 2.2 The aims of the School's recruitment policy are as follows:
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
 - To ensure that all job applicants are considered equally and consistently;
 - To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age;
 - To ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Keeping Children Safe in Education - September 2021 (KCSIE), the Prevent Duty Guidance for England and Wales 2015 (the Prevent Duty Guidance) and any guidance or code of practice published by the Disclosure and Barring Service (DBS); and
 - To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- 2.3 Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.
- 2.4 The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.
- 2.5 The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance (including KCSIE 2021 and Prevent Duty Guidance). If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.
- 2.6 The school aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about

applicants applying for job vacancies at Kirtlington CE Primary School.

3. Roles and Responsibilities

3.1 The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements
- monitor the school's compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years)

3.2 The Head Teacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

4. Inviting Applications

4.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement;

Kirtlington CE Primary School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

3.2. All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well-being of the pupils
- Job description and person specification
- The school's Safeguarding Policy
- The school's Safer Recruitment Policy

- The selection procedure for the post
 - The school's whistleblowing policy
 - An application form
 - Copy of the School's Code of Conduct
- 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
- 3.4 Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
- 3.5 A curriculum vitae will not be accepted in place of a completed application form.

5. Identification of the Recruitment Panel

- 5.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

6. Shortlisting and References

- 6.1 Candidates will be short listed against the person specification for the post.
- 6.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).
- 6.3 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.
- 6.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 6.5 Referees will be asked specific questions about the following:
- The candidate's suitability to work with children and young people
 - Any substantiated allegations
 - Any disciplinary warnings, including time-expired warnings, relating to the

Safeguarding of children and young people

- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

6.6 Reference requests will include the following:

- Applicants current post and salary
- Attendance record
- Disciplinary record

6.7 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

7. Invitation to Interview

7.1 Candidates called to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

8. The Selection Process

8.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short-listed candidates.

8.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

8.3 Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel

- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

9. Employment Checks

9.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

9.2 All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

9.3 Employment will commence subject to all checks and procedures being satisfactorily completed.

10. Induction

10.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

10.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor
OR
- Meet regularly with their line manager

- Attend appropriate training including generalist child protection training

11. Supply Staff

11.1 **Kirtlington CE Primary School** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

10.2. **Kirtlington CE Primary School** will carry out identity checks when the individual arrives at school.

12. Peripatetic Staff

12.1 **Kirtlington CE Primary School** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.