



## SAFER RECRUITMENT POLICY

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This Policy should also be read in conjunction with any relevant Jefferys Education Trust documentation/policies. Please ask if you need further information.

The Governors and Staff at Hollybrook Infant School are committed to safeguarding and promoting the welfare of its children and expect all staff to share this commitment. This will be done by ensuring the following policy is in place and adhered to.

### 1 INTRODUCTION

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

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

### 2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools - notably Headteachers and Deputy Headteachers. These requirements change from time-to-time and must be met. Procedures for recruitment are in the file in the office.

### 3 IDENTIFICATION OF RECRUITERS

Subject to the availability of training, the school will move to ensure at least two recruiters have successfully received accredited training in safer recruitment procedures.

### 4 INVITING APPLICATIONS

Advertisements for posts (whether in newspapers, journals or on-line), the person spec and job spec will include the statement:

**“The school is committed to safeguarding and promoting the welfare of its children and young people. And expect all staff to share this commitment. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”**

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- Job description and person specification
- The school's child protection policy
- The school's recruitment policy (this document)
- The selection procedure for the post
- An application form

4.3 All prospective applicants must complete an application form in full.

## **5 SHORT-LISTING AND REFERENCES**

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

5.2 Where possible references will be taken up before the selection stage so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 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 such exchanges.

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

5.6 Referees will 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 this post
- Their absence record and any gaps in employment

## **6 THE SELECTION PROCESS**

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

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will 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 on a CRB disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people

## 7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- To provide proof of identity
- To complete a CRB disclosure application and receive satisfactory clearance
- To provide actual certificates of qualifications
- To complete a confidential health questionnaire
- To provide proof of eligibility to live and work in the UK

## 8 INDUCTION

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

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

## 9 THE SCHOOL WILL ENSURE THE FOLLOWING

- Have an open and transparent practice
- Have clear procedures for reporting concerns or issues
- Have a clear reporting structure so that people understand and know who to contact and where to get help
- Have open and agreed standards of behaviour and a code of conduct
- Have robust policies and procedures regarding safeguarding children and young people
- Have a commitment to safeguarding children and young people and put safeguarding high on everyone's agenda
- Keep an open mind
- Report those who make false declarations to the appropriate authorities
- Ensure new staff members are listed on the school's single central register

ROLE	RESPONSIBILITY
Governors	<ul style="list-style-type: none"> <li>* Establish this policy</li> <li>* Monitor and review the effectiveness of this policy</li> <li>* Be familiar with DCSF guidance on safer recruitment</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>* Ensure structures are in place to support the effective implementation of this policy</li> <li>* Consult on this policy</li> <li>* To complete safer recruitment Training</li> </ul>
Interview panels	<ul style="list-style-type: none"> <li>* To ensure child protection is central to the interview process</li> </ul>
Office staff	<ul style="list-style-type: none"> <li>* To develop and maintain school's recruitment procedures</li> <li>* To ensure vetting and checking processes are in place and followed</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>* To follow child protection policies and procedures</li> </ul>

Written by N Thorne Governor February 2012

Agreed by J Wood HT March 2012

Approved by Governors March 2012

Review: March 2013 Done N Thorne /J Wood

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