



Safer Recruitment Policy

Rationale

This policy is needed to ensure that the school appoints the very best people available to posts in the school and that the safe recruitment practices are rigorously enforced.

Purposes

- To ensure all those employed are suitable individuals to work with children and young people.
- To ensure all those employed are the best qualified and experienced to work with children and young people.
- To ensure all those employed share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.
- To meet the requirements of the safeguarding agenda and protect both pupils and staff within the establishment.
- To meet government recommendations for appropriate training especially for safe staff recruitment.
- To ensure all employees understand the requirements within safeguarding and their role.

Guidelines for Implementation

Identification of the need for appointment

Posts required at the school are shown in the school's staffing structure. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review and discussed with the Headmaster and the Committee of the Governing Body responsible for personnel.

Advertisements and post details

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and the post. It must also contain information about the closing date and the pay and the hours involved.

Potential candidates who request details will be sent a candidate information pack which will contain the following:

- A brief letter from the Headmaster. This will include details of how to apply for the post and the closing date.
- Details of the post.
- A job description and person specification.
- Information about the school if appropriate.
- An application form.

All literature pertaining to posts will contain a statement of commitment to safeguarding children and young people along the lines of:

“This school and Governing Body are committed to safeguarding and promoting the welfare of children and young people and expect all staff to volunteer to share this commitment. An enhanced Criminal Records Bureau Certificate is required for this post prior to commencement.”

Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- The school’s website recruitment section
- Candidate information pack
- Job description and person specification
- Invitation to interview

Prospective candidates will usually have the opportunity to visit the school prior to applying. A senior member of staff will be available to talk to them and show them around.

Applications and short-listing

An appointment team will be established at this stage as set out by the Governing Body which will usually consist of:

- The Head Teacher or other senior member of staff
- The appropriate line manager
- A governor where appropriate
- Other relevant staff where appropriate

At least one member of the appointment team will be trained and have a certificate for National ‘Safer Recruitment’. The Headmaster has successfully completed this training.

Applications can be made electronically or as hard copy.

Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation. This will usually be done by letter and/or email.

The same group of staff who shortlist should also be the same group who then interview and appoint, although observations may be reported back by different staff.

An application form might be submitted electronically. If this is the case, there must be a copy available on the day for the applicant to sign (i.e. they are signing their declaration).

Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the head and – at some stage – a tour of the school. Candidates will also need the opportunity to find out about the post and the team they will be working with.

Depending on the role a variety of selection procedures may be used, for example:

Critical incident interviews. Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.

Student interview panels. Candidates are quizzed by pupils to provide feedback to the final panel and it often provides a fascinating and very useful insight into how candidates communicate with pupils. Pupils often provide interesting and perceptive feedback which adds much to the selection procedure. Normally a member of staff will observe this panel to provide pupils with guidance and support.

Teaching a lesson. This provides very important information especially about how well candidates plan lessons, how they interact with pupils and how well they teach. This does need careful planning and pupils need to be told in advance what they are doing and why. Where it is not practical for a lesson to take place something as simple as a discussion between the candidate and a group of pupils can provide useful insights.

In-tray exercise. These show how effectively candidates can organise their work and communicate in writing. Time needs to be set aside later in the day for their work to be scrutinised.

Group exercise. A structured discussion with other candidates to assess team working and negotiation skills.

An interview. This will take place later and will involve the key members of the appointment team. The appointment team will receive feedback from each of the various selection activities that have taken place (if applicable) and a decision will be made or questions agreed for a final interview if necessary.

NO INTERVIEW PANEL IS ALLOWED WITHOUT ONE MEMBER TRAINED IN THE NATIONAL SAFER RECRUITMENT PROCEDURES.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from the initial application and from other selection methods used on the day. The questions should also clarify the applicant's attitudes towards children and must contain real life situations and not hypothetical ones.

The interview will also need to examine any discrepancies from the application with regard to continuous employment. This may suggest safeguarding issues. A question should also be asked about the motives for applying for the post.

References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The school will request a written reference and send the job description and job specification and request the following information:

- The candidate's suitability for the post.
- Attendance, health and punctuality
- Whether the candidate has passed the pay threshold for teachers (where appropriate).
- Whether there are any outstanding disciplinary issues.
- Whether there are any reasons why the candidate should not work with children and young people.
- Whether the referee recommends them for the post – **without reservation**, with reservation or not at all.

References will generally be read before the interview so that any issues arising can be investigated during the interview.

The appointment

Taking all the evidence gathered, the panel makes its choice. The successful candidate is made a conditional verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to Governing Body confirmation, a satisfactory medical check (if deemed necessary or appropriate) and CRB disclosure checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

Safeguarding procedures

During the interview or shortly after the appointment the following checks will be made:

- Proof of identity
- Academic qualifications
- A criminal record bureau check will be initiated for the successful candidate – all candidates will be asked to bring appropriate documentation for this.

- Eligibility to work in the United Kingdom

All these should be checked, signed and recorded on the schools 'Central Records'.

- The application will ask for, where appropriate:
- DFES number
- Confirmation of registration with the General Teaching Council
- Confirmation of qualified teacher status
- The candidate will also be asked in the interview to explain any gaps in time on the application form.

After the appointment

- The successful candidate is sent a formal offer of the post to which they must respond in writing.
- A contract will be issued in due course.
- An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the school's safeguarding procedures.
- Training will be provided where gaps have been identified.

Monitoring, Evaluation and Review

Appendix 1 is a monitoring checklist for the governors, senior managers and business manager to use to ensure all the relevant safeguarding procedures have been followed.

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates – how they can be improved.

Responsibilities

The Head Teacher – oversight of the policy and its implementation

Governors on the committee responsible for personnel – to ensure the correct procedures have been used.

The School Business Manager – to collect and check on all documentation and set up a personnel file.

Agreed by the Full Governing body

Signed by: Chair of Governors

Date

Signed by: Mr D J Lyon; Headmaster

Date

Appendix 1

Monitoring checklist of relevant safeguarding procedures for staff appointments.

Post:

Procedure	Tick if carried out
1. The school's statement of commitment to safeguarding children and young people is shown in:	
- The advertisement	
- Website recruitment page	
- Candidate information pack	
- Job description and person specification	
- Invitation to interview	
2. Proof of identity has been checked	
3. Academic qualifications have been verified	
4. References have been	
- Requested	
- Received	
- Provided by the referee	
- Provided by the candidates current or most recent employer	
5. Gaps in the candidate's record were accounted for	
6. For the successful candidate	
- A criminal record bureau check has been initiated	
- A medical and fitness check has been initiated	
7. For teaching posts the successful candidate has provided	
- Their DFES registration number	
- Proof of their registration with the General Teaching Council	
- Evidence of their qualified teacher status	
Checked by	
Position	
Signature	
Date	

Please return to the office at the end of the interview.