

St Clement Danes Primary School



Safer Recruitment Policy

ST CLEMENT DANES CoE PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Schools need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children is a priority in our school and incorporating safeguarding measures within the recruitment process is an essential part of our safeguarding.

Aims:

- To set out our philosophy of safer recruitment
- To ensure that the recruitment of staff is done equitably and robustly
- To ensure that there is a rigorous process of vetting for appointments
- To ensure that the safety of children is at the heart of all appointments to the school

Our philosophy

At St Clement Danes School we adopt a culture of collective responsibility. Everybody is concerned with the safety and well being of the children in our care. We accept that whistle blowing is part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then these **must** be reported to the Headteacher or the Chair of Governors.

The Process

- Recruitment advertising must contain a safer recruitment statement
- The job description must be clear
- The person specification must include child protection duties
- Written references must be taken up before interview and a call by the Headteacher to verify the most recent reference will be made after interview
- The interview process is conducted by **at least** two members of staff, at least one of whom has been trained in safe recruitment practices
- Gathering information and carrying out checks on a candidate is followed in every case
- The candidate's suitability to work with children is explored at interview
- Appointments will only be confirmed after all checks have been completed satisfactorily
- All new staff will receive induction training and a mentor

Inviting applicants

- All adverts should carry a statement on the school's policy towards safeguarding children and the requirements for an Enhanced DBS check
- Information packs to candidates should also include the safer recruitment policy
- It will be made clear to candidates that only completed application forms will be accepted (not CVs)
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked
- Any gaps in a candidate's application form will be explored, this will include: incomplete forms and gaps in work history
- Two references must be taken up prior to interview. One being the current or most recent employer

- Any discrepancies in the application will be followed up by phoning the referees
- If concerns continue, then advice will be sought from the LA or LDDBS
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct authority or police, informing the LA, informing other schools where necessary
- When requesting references the referee will be asked about the candidate's suitability for working with children
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection
- Upon the offer of the job, the candidate will be asked to show a current DBS certificate (if they possess one) or to complete a DBS application form which requires three forms of identification (one of which must be a photo ID)

Validation of checks

- All checks will be confirmed in writing
- These checks will be retained in a personal file that will include: candidate's application form, letter of application and two references.
- A central record sheet will be kept of all school staff and volunteers that have access to the school

Monitoring of this policy will include:

- Examining staff turnover and the reasons for leaving
- Conducting exit interviews
- Providing new recruits with Child Protection training
- Providing the Governing Body with a report as to the effectiveness of this policy
- A member of the Governing Body will be trained in safer recruitment practices and will monitor the effectiveness of this policy along with the Headteacher

Chair of Governors: Date:

Last Review Date: January 2017

Next Review Date: January 2020