



New Forest Small School

SAFER RECRUITMENT POLICY

Member of Staff Responsible	Alison Alp
Regularity of Review	Every 3 Years
This Version Dated	September 2017
Next Review Due	September 2020

Principle

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of all children in education. New Forest Small School is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation the Childrens Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006 and the safeguarding Vulnerable Groups Act 2006 the school takes very seriously its duty of care for all students. In order to help safeguard and promote the welfare of all its students the school is committed to a thorough and consistent Safer Recruitment Policy. This should be read in conjunction with the Safeguarding Policy and the Disclosure and Barring Service (DBS) Checks Policy.

Safer practice in recruitment requires people to consider a range of issues to do with child protection, safeguarding and promoting the welfare of the child at every stage of the process.

These procedures apply to anyone working in the school, whether in a full or part time paid or voluntary capacity.

To ensure safe and appropriate appointments are made a consistent and thorough process of obtaining information, collating, analysing and evaluating from all the applicants is essential.

The aims of the Safer Recruitment policy is to help deter, reject or identify people which might abuse students or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about the applicants applying for job vacancies at New Forest Small School.

Practice

It is the responsibility of the Head Teachers to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with the DfE guidance and legal requirements.
- Monitor compliance with them.

It is the responsibility of the Head Teachers and External Advisors involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors and agencies compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The Head Teacher leads in all appointments.

Safeguarding Statement

- To be included in all online and printed adverts

“New Forest Small School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an Enhanced DBS check with List Checks Disclosure along with other relevant employment checks.”

Advertising

- In general job vacancies are advertised on the school website.
- All adverts will be clear about the mix of qualities, qualifications and experience that the successful candidate needs to demonstrate.
- The Safeguarding Statement (above) will be included in all adverts.
- The Closing Date will be clearly stated.

Job Description and Person Specification *should* include:

- Salary / hourly rate
- Length of post, permanent or fixed term.
- A clear outline of the main duties and responsibilities of the post.
- Qualifications and experience required to perform the role in relation to working with children and young people.
- Information on the individual's responsibility for promoting and safeguarding the welfare of children and young people.
- Details of the expected start date and end date (latter if a fixed term post).
- Information that all successful candidates will be required to undertake an enhanced DBS check.
- Deadline date and when interviewing will take place.

Application Process

- All candidates must supply a CV.
- A Health Declaration must be completed by the successful candidate.
- Current Address, NI number and References should be completed in all cases.
- References will be obtained before shortlisting where possible. Appropriate timescales should allow for this, where possible.

- It is important to check documentation is signed (e-mailed documentation will need to be signed at interview).

References

- References should be sought directly from the referee. A reference from their current employment must be submitted on the application and called. If it is not listed as a reference, the applicant should be asked to provide their contact details. We will not rely on testimonials.
- The purpose of seeking references is to obtain objective and factual information. Use of a pro-forma relating specially to the skills of the post helps to obtain a rapid response from the referee.
- Details of the post with a job/person specification will be emailed to the referee (or posted where email is not available, together with a stamped addressed envelope).
- All referees will be asked to sign their reference.

Scrutinising and Shortlisting

- All applications should be scrutinised to ensure that they are properly completed and applications signed.
- Information should be consistent. Check discrepancies and identify any gaps in employment history. These will be noted, if it is decided to shortlist the candidate the discrepancies will be investigated at interview.
- Reasons for moving from permanent to temporary posts should be explored.

Interview

The interview should explore:

- The applicant's suitability for the particular post, and attitude towards children and young people.
- The applicant's ability to support the School's agenda for safeguarding and promoting the welfare of children.
- Gaps in employment history and any discrepancies.
- Discussion of any relevant spent or unspent criminal convictions as per DBS Policy.
- Questioning will be robust.
- If for any reason references have not been obtained prior to the interview the applicants should be asked if they wish to declare or discuss anything that has arisen from the questioning or might be disclosed by their referee.
- Check that all the paperwork has been signed (particularly important when e mail has been used to submit the application).

The Interview Panel

- Must have authority to make decisions.
- One member of the panel must have undertaken Safer Recruitment Training and completed the Safer Recruitment Assessment and this must be in date.
- Must meet before the interview.
- Consider issues to be explored.

- The panel will agree a set of questions and decide who is to explore each area.

Conditional Offer of Appointment

Any offer of appointment to the successful candidate should be conditional on:

- The receipt of two satisfactory references.
- An Enhanced DBS Check with Lists Check Disclosure (and Prohibition Orders check if required). The Head Teacher will decide whether to acquire an overseas check where a candidate has lived abroad.
- In the case of early years posts, either a completed form demonstrating that the applicant is not disqualified by association from working in childcare under the Childcare Act 2006, or evidence that an Ofsted waiver has been granted
- Verification of qualifications required for the post.
- Verification of identity and Right to Work in the UK. Pre-employment medical clearance.

Ensure that all sections on the relevant Pre-Employment checklists (Teaching and Support Staff) are completed and that the details are included in the Single Central Register.

Induction Process:

- There is an induction programme for all staff.
- Our induction programmes ensure a 'safeguarding children' culture, with a child-centred approach to child protection, is adopted and embedded into continuing practice.
- Induction checklists e.g. H&S form should be completed and signed to ensure all areas have been covered.

Monitoring

This policy will be monitored by the Head Teacher.

The Head Teachers are responsible for ensuring all recruitment and appointment procedures have been followed.

Safeguarding updates is an agenda item at all staff meetings.

For further Guidance refer DCSF Safeguarding Children and Safer Recruitment in Education 2016

Related Policies

Safeguarding Policy

Disclosure and Barring Service (DBS) Checks Policy

Child Protection Policy

Data Protection Policy