

ST.MARY'S CEVC PRIMARY SCHOOL

SAFER RECRUITMENT POLICY



Rationale

St Mary's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this aim. We will ensure that the recruitment and selection procedures and processes help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them.

This policy has been drawn up following the safer recruitment guidelines in Section 3 of 'Keeping Children Safe in Education 2015', issued by the DfE.

Procedures

Planning and advertising

When a job vacancy occurs, the HT and other senior managers and governors will identify:

- The person specifications required
- The dates for advertising, closing dates and subsequent interviews
- The interview panel

The HT will draft the advertisement (unless it is for a new Headteacher) and request inclusion in relevant publications according to the post being offered.

The advertisement will include the statement of the school's commitment to Safeguarding, closing date, the date of the interview and a request for a letter and a completed application form to be submitted as an application.

Preparation

Prior to the advertisement being published, the HT will:

- Prepare an information pack for candidates
- Arrange times for candidates to visit the school
- Arrange a time for shortlisting to take place

Information pack

The information packs will contain:

- Clear, updated job description
- Person specification
- Application form
- General information, including statements on terms and conditions of working, equal opportunities and child protection
- Reference requirements

Interview process

Following the receipt of applications, the HT will do an initial sort through and will reject:

- Those not submitting an application form
- Those applicants who do not have the required minimum qualifications, or equivalents

These must be kept, along with a record of why they were rejected, for one year before being shredded.

Shortlisting

This should be done as soon as possible after the closing date. A minimum of two members of the panel should shortlist, one of whom must be the HT. Where possible all panel members should participate.

- The criteria used must be consistently applied to all candidates, using the person specification
- As literacy is a genuine requirement of any post in school, the application may be used as a test for literacy
- Application forms must be carefully scrutinised for gaps in employment, any unexplained changes in career, moves from a permanent post to a temporary one etc
- If an applicant has a disability and meets all the essential criteria in the person specification, s/he must be shortlisted

The reasons for shortlisting or rejecting applicants must be recorded and kept for one year before being shredded, along with the rejected applications.

Invitation to interview

Invitations to interview will be sent by post as part of an interview pack containing:

- A timetable for the day
- An outline for the day detailing activities candidates will need to prepare
- Directions to the school
- A request for, and information on, required proof of qualifications
- A list of required proof of ID
- Information about the Immigration and Asylum Act
- Medical forms

References

References must be sought and checked before the interviews, but they must remain confidential. If there are any points that need clarification, referees should be telephoned before an appointment is confirmed.

A proforma/request for letter will be sent to all referees along with the job details and person specification. The request will specifically ask for comments regarding suitability to work with children and make reference to child protection issues.

Open testimonials, photocopied references and/or oral references which are not supported by a written reference cannot be accepted.

The references for successful candidates will be sent to the LA. All other references will be shredded.

Preparation for interview

The panel will meet prior to the interview:

- Questions will have been prepared beforehand, including specific safeguarding questions. These will be amended, added to etc as required
- Members of the panel will agree who will ask which questions
- All candidates must be asked the same questions but the panel can elicit further information, depending on the answers they receive
- All panel members will have copies of the relevant information, along with forms to be completed
- At the end of the prepared questions, the Chair will ask any questions that may have been raised by the references or by the application form

The interview

Interviews will always consist of at least a face to face interview with the full panel as well as an activity involving children:

Teaching assistants

- Story session / guided reading activity with a small group of children
- Tour of the school by school council members
- Time with the Administrator for photocopying documents and verification of qualifications
- Face to face interview

Teachers

- Tour of the school by members of the school council
- Written activity (unprepared)
- Teaching activity to a small group of pupils (prepared)
- Informal sharing of work with some panel members (prepared)
- Question and answer session with a panel of school councillors (unprepared)
- Time with the Administrator for photocopying documents and verification of qualifications
- Face to face interview

Deputy Headteacher

As above, but to include a visit from the HT to the candidate's school to observe a lesson.

Each member of the panel will use pre-prepared sets of interview record sheets and will score the candidates on each question.

After the interviews, all notes must be collected from the panel and kept for one year before being shredded. Any additional copies of information can be shredded immediately.

Selection

After all the candidates have been seen, the panel will compare ratings and discuss to decide upon the strongest candidate/s.

- If there is a failure to agree, the most senior person present should make the final decision
- If the panel is not satisfied that any candidate fully meets the criteria, they should not appoint
- The panel should agree upon the main points of feedback for the unsuccessful candidates
- The candidates will be informed by telephone, the successful candidate being called first. The appointment offer will be subject to medical clearance, police screening, satisfactory references and, for support staff, a six month probationary period.
- Unsuccessful candidates will be offered feedback, either over the phone at the time or at a later date.

A record of the rationale for selection should be kept for one year before being shredded.

Job Offer

- The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

- Before taking up the post the following checks will be undertaken on the successful candidate:
- References x 2
- Proof of identity

- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check)
 - Medical fitness from Occupational Health
 - Proof of qualifications
 - Proof of registration with the GTC for teaching staff
 - Proof of a right to work in the UK
- An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

- The successful candidate will be sent:
 - a letter offering them the job
 - a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

Induction

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DfE guidance on Safe Working Practice.

Central Record of Recruitment Vetting Checks

We will keep a single central record of recruitment and record checks of:

- Teaching staff
- Support staff
- Supply teachers
- Casual staff
- Governors

We will also keep a record of the4 following:

- Volunteers
- Students, including SCITT, college and work experience individuals
- Third party providers, e.g. Kitchen, Smartys, SASP

Post Appointment Induction

There will be an induction programme for all newly appointed staff which will cover, among other things:

- Staff code of conduct
- Child protection training
- Safeguarding procedures
- Health and Safety

All new staff will be given a copy of the staff handbook and given the services of a named mentor.