



The Federation of The Downs & Northbourne Church of England Primary Schools



Safe Recruitment Policy

**School Mission Statement
Federation of The Downs and Northbourne
CEP Schools**

Our mission is to create a school in which every member feels valued, irrespective of their race, gender or disability and where the development of the whole child is paramount.

We expect high standards from all, and try to provide the maximum opportunities for every member to fulfil their individual potential. Our Christian ethos encompasses tolerance and cultural diversity which will enable us to embrace the challenges of our world.

We strive to make our learning and working environment a safe, but vibrant and stimulating place from which children can begin their journey of lifelong learning.

Last Review Date:	Next Review Date:			
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As a Church of England School this policy is read within the context of the Christian values and teachings of our school.

“This school and all its personnel is committed to safe-guarding children and young people”

When it is clear that a new member of staff is required the following procedures will be adopted:

- Decide if the vacancy requires full Governor intervention (H.T. responsibility). Governors are only not usually involved in the hiring of midday supervisors, for all other posts, the Headteacher will initially liaise with the Chairman of the Personnel Committee. It will also be standard practice for at least 2 governors to participate, but not always possible.

STAGE 1 – PRE-INTERVIEW

Planning and Advertising

Allow time for all these stages

- Be clear about what mix of qualities, qualifications and experience a successful candidate will need to demonstrate
- Plan the recruitment exercise itself
- Allow sufficient time in the schedule to allow references to be obtained on short listed candidates before interview.
- Ensure the applicant pack contains all up to date information.

Application Form

Use an application form to obtain a common set of core data from all applicants i.e.

- Full identifying details of the applicant including current and former names, and current address.
- A statement of any academic and/or vocational qualifications the applicant has obtained with details of the awarding body and date of award;
- A full history in chronological order starting with post secondary education, and including part-time and voluntary work, as well as full time employment, with commencement and end dates, explanations for periods not in employment and reasons for leaving employment.
- A declaration of any family or close relationship to existing employees or employers (including councillors and governors);
- Details of referees. Normally two referees should be sufficient, where one is the current or most recent employer, and the applicant currently works with children. If the applicant is not currently working with children, but has done so in the past an additional reference should be obtained from the employer by whom the person was most recently employed in work with children;
- The form should make it clear that references will not be accepted from relative or people writing solely in the capacity of friends.

And it should record that:

- The successful applicant will be required to provide a Disclosure from the DBS at the appropriate level for the post.
- The prospective employer will approach current and previous employers for references on short listed candidates before interview.
- If the applicant is working with children, on either a paid or voluntary basis, his/her current employer with children will be asked about disciplinary offences relating to children, including any in which the penalty is "time expired". If the applicant is not currently working with children but has done so in the past, his/her previous employer with children will be asked about those issues.
- Providing false information may be an offence and could result in the applicant being rejected or summary dismissal if the applicant has been selected and possible referral to the police.

For applicants for teaching posts the form should also obtain:

- The applicant's DfES reference number.
- Whether the applicant has Qualified Teacher status.

Contractors

You should ensure that any organisation you contract with to provide services that involve staff employed by the contractor working with children is required by the terms of the contract to adopt and implement the kind of safe recruitment procedures that you adopt.

Volunteers

Volunteers are no different to paid staff in terms of being seen by children as safe and trustworthy adults, and if a school is actively seeking volunteers, and is considering candidates about whom it has little or no previous knowledge, it should follow the same kind of recruitment measures as it would for paid staff.

Job Description

This should clearly state:

- The main duties and responsibilities for the post.
- The individual's responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Person Specification

This should:

- Include the qualifications and experience, and any other requirements needed to perform the role in relation to working with children and young people; and
- Explain how these requirements will be tested and assessed during the selection process. For example:

"The interview will explore a candidate's attitudes towards children including their motivation to work with children and young people, their ability to form and maintain professional relationships with children and their emotional resilience to working with challenging behaviours"

- Explain that if the applicant is short-listed any discrepancies or anomalies in the information s/he provides, and any relevant issues arising from his/her references will be taken up at interview.

Information Pack to Candidates

The pack should include:

- Application form
- Establishment's Child Protection Policy Statement
- Terms and conditions of the post.
- Job description, and person specification

Scrutinising and Short Listing

- Applications should be fully and properly completed
- Information provided should be consistent with no gaps.
- All candidates should be assessed equally against the criteria contained in the person specification without exception or variation.

STAGE 2 – INTERVIEW

References

- Should always be sought and obtained directly from the referee
- Should be checked against the application
- The interview stage should assess the merits of each candidate against the application.

Invitation to Interview

- Reiterate it will explore suitability to work with children
- Stress that the identity of the successful candidate will need to be checked thoroughly.

Interview Panel

This must not be just one person!!

The members should:

- Have the necessary authority to undertake the role
- Be appropriately trained,
- Meet before the interviews to:
 - (a) consider the areas to be explored and questions they will use for each candidate;
 - (b) agree their assessment criteria in accordance with the person specification
 - (c) reach a consensus about the required standard for the job they are appointed to.

Interview

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel should also explore:

- The candidate's attitude toward children and you people

- Gaps in the candidate's employment history
- Concerns or discrepancies arising from the information provided by the candidate and/or a referee
- Ask the candidate if they wish to declare anything in light of the requirement for a DBS check
- Attitudes to British Values and if there is any query regarding radicalisation this needs to be explored.

STAGE 3 – POST-INTERVIEW STAGE

Conditional Offer of Appointment

Any offer of appointment should be conditional upon: referee

- Satisfactory references (at least two satisfactory references) – if not already received;
- Satisfactory DBS disclosure
- Medical clearance
- Verification of qualifications
- Verification of professional
- (for teaching posts) verification of successful completion of statutory induction period
- (for non-teaching posts) satisfactory completion of the probationary period.

STAGE 4 – POST APPOINTMENT

Induction

There should be an induction programme for all new staff and volunteers, including teaching staff that provides information about school policies and familiarise staff with procedures.

Monitoring

Monitoring of both the recruitment process and induction arrangements will allow for future recruitment practices to be better informed. It should cover.

- Staff turnover and reasons for leaving.
- Exit interviews
- Attendance of new recruits at child protection training.

During employment, continue to be aware and vigilant on all issues surrounding safeguarding children.

Where you or colleagues have concerns, follow them up.

Ensure you have covered areas such as a full internet use policy and monitoring.

RECRUITMENT AND SELECTION CHECKLIST

PRE-INTERVIEW		COMMENTS	Initial	Date
PLANNING	Timetable decided Job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc – paragraph 20 and 23-28	Allow sufficient time for process, especially between closing date and short-listing/selection. Word backwards from date of appointment		
VACANCY ADVERTISED	(where appropriate) Advertisement includes reference to safe-guarding policy, i.e. statement of commitment to safe-guarding and promoting welfare of children, and need for successful applicant to be DBS checked – paragraphs 17, 18 and 22			
APPLICATIONS	Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore at interview if candidate short-listed – paragraph 29	Don't accept information on face value, be critical/objective		
SHORTLIST PREPARED	Shortlist against person specification criteria			
REFERENCES SEEKING	Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy – paragraph 31 and 32			
REFERENCES on receipt	Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with applicant (at interview if possible) – paragraph 34 – 36			
INTERVIEW ARRANGEMENTS	At least 2 interviewers; panel members suitable; have met and agreed issues and questions/assessment criteria/standards – paragraph 39 – 42			
INVITATION TO INTERVIEW	Includes all relevant information and instructions – paragraph 40 - 41			