



Policy for Safer Recruitment Columbia Primary School

Introduction

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people;
- ensure that the recruitment of staff is done equitably and robustly;
- ensure that there is a rigorous process of vetting for appointments.

We accept that whistle blowing is a part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the head teacher, Chair of Governors or the Local Authority Designated Officer.

Identification of recruiters

Members of the Senior Leadership Team have received Safer Recruitment Training. At least one member of the Governing Body will also be trained in safer recruitment practices. This training must be current having been renewed following any statutory changes. On any interview panel, at least one member must have current safer recruitment training. Panel members are then involved in the full recruitment process.

Inviting applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“We shall ensure fairness and equal opportunities throughout our workforce and in service delivery. We welcome applications from suitably skilled candidates regardless of ethnicity, gender, disability, sexuality, religion or age. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check with barred list is required for this post.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description;
- person specification;
- the school’s safeguarding policy;
- an application form;
- the school’s safer recruitment policy.

All prospective applicants must complete, in full, an application form. CVs are not accepted for any post.

Short-listing and references

Short-listing of candidates will be against the person specification for the post

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. One of the referees must be the applicant's current or most recent employer.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

The selection process and Interview

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will be face-to-face unless, due to lockdown restrictions, schools are not fully open. In this case, interviews will be held over zoom.

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS check;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

During the interview, staff will be observed working with children and there will be a specific safeguarding question.

Employment Checks

All successful applicants are required:

- to provide proof of identity
- to complete an enhanced DBS check with barred list check and receive satisfactory clearance
- to provide actual certificates of professional qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to complete a disqualification under the childcare act self-declaration
- to demonstrate they are not subject to a prohibition order from the Secretary of State (the school will complete this check using the Teacher Services' System).

In addition to the above:

- if the person has lived or worked outside the UK, the school will make further checks it considers appropriate

Successful applicants will be reminded that providing false information will result in:

- the application being rejected
- summary dismissal if the applicant has been selected
- referral to the teacher's misconduct team or police
- informing the LA
- informing other schools where necessary.

The school will follow the guidance from the local authority with regards to Disclosure and Barring Service Checks, which includes:

- Making decisions using disclosure information
- Information that will lead to a individual automatically being unsuitable
- Overseas candidates
- Policy on the Recruitment of Ex-offenders

Induction

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Single Central Record

The school keeps a record of the information gathered during recruitment on the single central record. The record indicates when the check was completed/ certificate obtained and where appropriate its expiry. The single central record includes information about the following:

- An identity check
- A barred list check
- An enhanced DBS check/ certificate
- A prohibition from teaching check
- Further checks on people who have lived or worked outside the UK.
- A check of professional qualifications.
- The disqualification under the childcare act self-declaration
- A check to establish the person's right to work in the UK.

Checks for other people working or volunteering in school

As per Keeping Children Safe in Education (2020), the school will also carry out appropriate checks for the following people who engage in activities within the school building: volunteers, governors, salaried trainee teachers. The level of the check will depend on whether they are in regulated or unregulated activity. The school will also check that the appropriate checks have been carried out for unsalaried trainee teachers, third party staff (including contractors) and for staff in schools where children attend alternative provision. The above information will be stored on the Single Central Record. Governors will also be asked to complete a section 128 check to ensure they have not been barred from being involved in the management of schools.

Signed on behalf of the Governing Body:	
Position:	Date:
Approved in February 2021 by the Finance and Pay Committee on behalf of the Governing	

Body of Columbia School.

To be reviewed in February 2022 unless any statutory documentation is published which supersedes this policy.