

<b>Name of Policy:</b> Safer Recruiting	<b>Version/Last Review Date:</b> Oct 2018 (V2)
<b>Statutory documents linked to policy:</b> Keeping Children Safe in Education, 26 <sup>th</sup> March 2015	<b>Previous review date:</b> June 2015 (V1)
<b>Other Policies linked to this policy:</b> Recruitment & Selection Data protection	<b>Next Review Date:</b> Oct 2021 (V3)
<b>Governor Committee Responsible</b>	People & Resource Management

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

#### **Recruitment and Selection Policy to ensure accordance with DfE Safer Recruiting Guidance:**

WNA is committed to safeguarding and promoting the welfare of children and young people. In order to ensure that our recruitment and selection policy is in accordance with both local and national guidance.

#### STAGES OF THE RECRUITMENT PROCESS

##### **Decision to Recruit:**

All interview panels will understand their role, and will include staff who have been trained in Safer Recruitment.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children, and the person specification will include suitability to work with children.

##### **Advertising the Post:**

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people. This will also be reflected in the information pack sent to all applicants.

### **Application Process:**

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Full details of qualifications relevant to the position applied for including awarding body and date of award
- Teachers will need to provide DfE number and GTC registration
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers
- Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential. There will also be an explanation of the DBS checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work.

### **Taking up References for Shortlisted Candidates:**

References will be sought for all shortlisted candidates, including the most recent, using the proforma reference request forms. All references received by the school must be signed or countersigned by the headteacher if the last employment was in a school. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

### **The Interview:**

These will be face to face and the same panel will see all the candidates for a post and carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. Discussion will also take place regarding any significant periods of sickness absence. Every interview panel must include at least one person who has completed Safer Recruitment Training. Staff and Governors who have completed this training are:

Susan Percy	March 2015
Shelagh Keogh	May 2015
Jo Carre	August 2010
Cath Hernden	

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### **Pre-Employment:**

- In addition to the checks already detailed the school will ensure that a pre employment health check is completed, as well as obtaining a DBS Enhanced Disclosure (with barred list check). For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances. Any offer made to a candidate will be conditional on all the pre employment checks being completed satisfactorily. At the Headteacher's discretion, the staff member may start work, but should not have unsupervised contact with children. Once WNA receives electronic notification that the DBS has been dispatched, the employee will have five working days to present a copy to the School. If this deadline is not met, the employee may be suspended without pay until the DBS is seen.

### **Induction:**

All members of staff will be given an induction programme which will clearly identify the school policies and procedures, including child protection, and make clear the expectations and codes of conduct which will govern how staff carry out their roles. This will give the opportunity to provide discussion of any relevant issues. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti bullying, anti discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and whistle-blowing. NB the Confidential Reporting Policy should be on display on staff notice boards.

In addition all staff will be made aware of the channels for raising any concerns.

### **On-going Employment:**

WNA recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide ongoing training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of such strategies as exit interviews will seek to continually improve the school environment, for the benefit of both staff and pupils.

### **Monitoring and Review:**

All school policies are subject to monitoring and review. It is the responsibility of the governors, headteacher and all staff to ensure that this policy is implemented throughout the school.

This policy will be reviewed and updated regularly in line with statutory guidance.