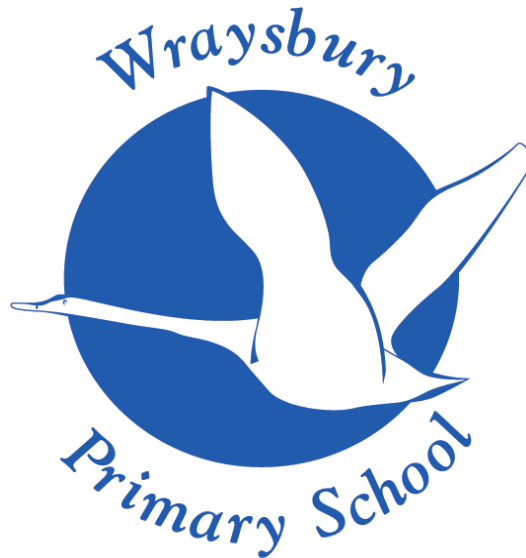


# Safer Recruitment Policy



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Produced by:  
Approved by Resources Governors:  
Review:

**Alison Fox**  
**Awaiting approval**

# SAFER RECRUITMENT POLICY

## INTRODUCTION

This policy has been developed to embed safer recruitment practices and procedures throughout Wraysbury Primary School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in ‘~~Safeguarding Children in Education July 2018~~’ ‘Keeping Children Safe in Education 2024’ and Dealing with allegations of abuse against teachers and other staff – DfE 2012. This policy is based on recommendations from Richard Report 2004.

This policy also reinforces the school’s whistle blowing policy which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents. This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

Wraysbury Primary School is committed to using disciplinary procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary proceedings, is dismissed because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

The School Office will check for updated relevant information at the start of each academic year. All new staff will be subject to an initial enhanced check from the Disclosure and Barring Service (DBS). In addition, all DBS certificates will be renewed every 3 years for current members of staff and every 4 years for Governors and Volunteers.

## ROLES and RESPONSIBILITIES

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- monitor the school’s compliance with them
- ensure that appropriate staff and governors have completed safer recruitment training

The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

## **INVITING APPLICATIONS**

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement; *“Wraysbury Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory Disclosure and Barring Service Enhanced check”*.

All applicants will receive a pack notifying them of the following or will be directed towards an electronic copy on the website:

- A statement of the school’s commitment to ensuring the safety and well being of the pupils
- Job description and person specification
- The selection procedure for the post
- An application form
- A copy of the Safeguarding Policy

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form completed on line will be asked to sign the form if called for interview.

A curriculum vitae will not be accepted in place of a completed application form.

## **IDENTIFICATION OF THE RECRUITMENT PANEL**

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment. They will sign the application checks form to confirm that they have been involved in the process and the appropriate checks have been completed satisfactorily. The handbook from the Safer Recruitment training will be used.

## **SHORT LISTING AND REFERENCES**

Candidates will be short listed against the person specification and guidance for the post.

Two references, one of which must be from the applicant’s current/most recent employer, will be taken up before appointment.

References will be sought directly from the referee, and where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges and the reference/checks complete note signed only when satisfied.

Referees will be asked specific questions about the following:

- The candidate’s suitability to work with children and young people
- Any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people

- The candidate's suitability for the post

Reference requests will include the following:

- Applicants current post and salary
- Disciplinary record

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

### **INVITATION TO INTERVIEW**

Candidates called to interview will receive:

- A letter (possibly via email) confirming the interview and any other selection techniques
- Details of the interview day if appropriate
- Details of any tasks to be undertaken as part of the interview process if appropriate

### **THE SELECTION PROCESS**

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

Interviews will always be face-to-face.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people.

### **EMPLOYMENT CHECKS**

An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed.

### **INDUCTION**

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices as part of their induction training.

All successful candidates will undergo a period of monitoring and will:

- Meet regularly with their induction tutor
- Meet regularly with their line manager
- Attend any appropriate training

**SUPPLY STAFF**

Wraysbury Primary School will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

Wraysbury Primary School will carry out identity checks when the individual arrives at school.

**PERIPATETIC STAFF**

Wraysbury Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff. Confirmation will be required in writing.

**BEFORE AND AFTER SCHOOL CLUBS**

Wraysbury Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for all staff running before and after school Clubs. Confirmation will be required in writing.

**STAFF RETURNING FROM MATERNITY LEAVE**

Staff returning from Maternity Leave will undergo a new DBS check.

**Recruitment and Selection Checklist****Pre-interview:**

- **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
- **Vacancy advertised** (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked
- **Applications on receipt** - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing

### Short-list prepared

- **References – seeking** Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy
- **References – on receipt**  
Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)
- **Invitation to interview** - Includes all relevant information and instructions
- **Interview arrangements** - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards
- **Interview** - Explores applicants' suitability for work with children as well as for the post
- **Note:** identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file
- **Conditional offer of appointment:** Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period
- **References:** (if not obtained and scrutinised previously)
- **Identity** (if that could not be verified at interview)
- **Qualifications** (if not verified on the day of interview)
- **Permission to work in UK, if required**
- **DBS certificate** - where appropriate satisfactory DBS certificate received
- **DBS Barred list** – person is not prohibited from taking up the post
- **Health** – the candidate is medically fit
- **Prohibition** – (for teaching posts) the teacher has not been included in the prohibition list or interim prohibition list
- **Qualified Teacher Status (QTS)** – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges), the teacher has obtained a PGCE or Certificate of Education (Cert. Ed) or FE

## Teaching Certificate

- **Statutory induction** (for teachers who obtained QTS after 7 May 1999)
- **Child Protection training** and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc