



Sheppey Valley CLP

Safer Recruitment and Selection Policy

Status	Date
CLP	18:11:09
Review Due	Autumn 2013

This policy has been drawn up with reference to, ‘Safeguarding Children; Safer Recruitment and Selection in Educational Settings’ (DfES 2005) and Somerset LA model policy for Safer Recruitment and Selection of Staff (Human Resources - Volume 1 Section 4a).

Rationale:

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

Legal requirements:

Although the Local Authority (LA) remains the legal employer for staff in all except voluntary aided and foundation schools, the governing body has overall responsibility for determining the staffing complement and for recruitment processes within its school. It is unlawful to discriminate directly or indirectly on the grounds of gender, status, marriage, racial origin, age, disability, sexual orientation or political or religious belief when deciding who should be offered a job.

“Schools need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children must be a priority for every school and incorporating safeguarding measures in the recruitment process is an essential part of that.” (National College for School Leadership NCSL, 2006)

Main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children
- ensuring that the person specification includes specific reference to suitability to work with children
- obtaining and scrutinising information from applicants, checking previous employment history and experience; and taking up and satisfactorily resolving any discrepancies or anomalies
- obtaining independent professional and character references that answer specific questions to help assess an applicant’s suitability to work with children and following up any concerns
- a face to face interview that explores the candidate’s suitability to work with children as well as his/her suitability for the post
- verifying the successful applicant’s identity
- verifying that the successful applicant has the academic or vocational qualifications claimed
- verifying that s/he has the health and physical capacity for the job
- a criminal record check via the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) registration
- a check of DfES List 99 and/or the Protection of Children Act (PoCA) List 2, where appropriate

The checklist at the end of this policy provides a convenient way of signing off each stage of the process and can be filed as a permanent record at the end of the procedure.

Aims:

We believe that our staff are our most important resource and our pupils’ learning should be managed by well motivated, highly skilled staff. We seek to ensure:

- a coherent and consistent approach to recruiting and retaining staff of the highest calibre who will actively support the school’s vision

- the recruitment of staff is done equitably and robustly
- there is a rigorous process of vetting for appointments
- the safety of children is at the heart of all appointments to the school. 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

Guidelines

Advertising

Advertising must contain this safer recruitment statement. “The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.” It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.

Application Packs

These should include:

- the safer recruitment and safeguarding policies
- a clear job description which includes safeguarding duties
- a person specification which includes safeguarding as an essential component
- an LA application form. It will be made clear to candidates that only LA completed application forms will be accepted (not CVs).

Any discrepancies in the application will be followed up by phoning the referees. If concerns continue, then advice will be sought from the LA. 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

References

- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted;
- Two references must be taken up prior to interview. One must be the current, or more recent, headteacher;
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed prior to shortlisting;
- Where necessary, referees will be contacted by telephone or e mail 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
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children
 - any allegations against the candidate that relate to the safety and welfare of children
 - the candidate’s suitability for the post
 - whether the candidate’s Performance Management Reviews have been successful for the previous two years (if appropriate)
 - the candidate’s attendance record
- 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.

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

Short-listing

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

Invitation to Interview

All applicants are required to:

- provide proof of identity
- complete a CRB disclosure application and receive satisfactory clearance
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- provide proof of eligibility to live and work in the UK

Appointments will only be confirmed after all checks of these documents have been completed satisfactorily. This will be confirmed in writing to the successful candidate.

Interviews

- Candidates must bring with them a completed CRB form to the interview along with three forms of identification (one of which must be a picture I.D.);
- Candidates must also bring original documents and certificates to the interview.
- Interviews will always be face-to-face;
- The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices;
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards safeguarding;
- To ensure equality, candidates will be asked, as far as possible, the same questions;
- In addition, 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 CRB disclosure
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people

Record Keeping

These documents will be retained in the personal file of the successful candidate and will include:

- candidate's application form and letter of application
- photocopy of complete CRB form
- photocopy of three proofs of identification
- Photocopy of qualifications
- two references
- medical check
- copy of the interview paperwork

Monitoring of this policy will include:

A member of the Governing body will be trained in safer recruitment practices and will monitor the effectiveness of this policy along with the Headteacher. This will be completed by:

- examining staff turnover and the reasons for leaving
- providing new recruits with safeguarding training
- providing the Personnel Committee with a report as to the effectiveness of this policy

Relationship to other policies

This policy relates to the Safeguarding Policy, the Equal Opportunities Policy, the Pay Policy and the Performance Management Policy.

Recruitment and Selection Checklist

PRE-INTERVIEW:	Initials	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. - paragraphs 18 -20 and 22-27		
VACANCY ADVERTISED (where appropriate) Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be CRB checked - paragraphs 15,16, and 21		
APPLICATIONS on receipt scrutinised - any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for shortlisting - paragraphs 28, 29 and 37		
Shortlist Prepared		
REFERENCES – seeking sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy - paragraphs 30-34		
REFERENCES - on receipt Checked against information on application; scrutinised; any discrepancy/ issue of concern noted to take up with applicant (at interview if possible) - paragraphs 35 and 36		
INVITATION TO INTERVIEW Includes all relevant information and instructions- paragraphs 40-42		
INTERVIEW ARRANGEMENTS At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards - paragraphs 44-46		
INTERVIEW Initials date Explores applicants' suitability for work with children as well as for the post - paragraphs 47 and 48 N.B 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; where appropriate applicant completed application for CRB Disclosure - paragraphs 41 and 42		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECK offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for non-teaching posts a probationary period - paragraphs 49-54:		
REFERENCES (if not obtained and scrutinised previously)		
IDENTITY (if that could not be verified straight after the interview)		
QUALIFICATIONS (if not verified on the day of interview)		
CRB - Where appropriate satisfactory CRB Disclosure received		
LIST 99 - person is not prohibited from taking up the post		
HEALTH - the candidate is medically fit		
GTC England - (for teaching posts in maintained schools and non-maintained special schools) the teacher is registered with the GTC or exempt from registration		
QTS - (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS		
STATUTORY INDUCTION (For teachers who obtained QTS after 7 May 1999)		

This policy was produced by the Sheppey Valley Community Learning Partnership(CLP). It was completed in November 2009, and the Governors of Croscombe Church of England VA Primary School are aware that there have been changes to the Independent Safeguarding Authority (ISA) registration.

The Governors have agreed to the policy, being aware that as a Church of England School it would be implemented with reference to our Christian Foundation.

Signed: **Headteacher**

. **Chair of Governors**

Date: