



SAFER RECRUITMENT POLICY

Written: By Mrs E. Shears in January 2016

Agreed by Governors: March 2016

Signed Chair of Governors: *Mrs Celia Rushton*

Reviewed and updated: September 2022

At Turncroft Nursery School we are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to our school.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. Also, we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter, identify and reject prospective applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We believe our recruitment and selection process is systematic, efficient, effective and fair. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. Applicants are also subject to the relevant checks with the Disclosure and Barring Service as all posts are exempt from the Rehabilitation of Offenders Act 1974.

Aims of this policy

- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools / establishments and the borough to share good practice in order to improve this policy.

Roles and responsibilities

Role of the Governing Body

The Governing Body has:

- the responsibility of ensuring that the safe recruitment process complies with Department for Education guidance and legal requirements

- delegated certain powers and responsibilities to the Headteacher to oversee compliance with Department for Education guidance and legal requirements;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- promote the safeguarding and welfare of children;
- ensure the school operates safe recruitment procedures;
- organise safe recruitment training for school personnel involved in recruitment;
- all appointment panels to include one person who has successfully passed safe recruitment training;
- ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure contractors and agencies comply with this policy;
- undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this policy

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

- For every vacancy a job and person specification will be written and approved by the Governing Body.

Job advertisement

- All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.
- All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS checks.
- We welcome any member/s of the present staff to apply.

School and Job Information Pack

- All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies via BwD's recruitment team.
- All applications will be acknowledged at the applicant's request.

Short Listing and References

- Short listing will be undertaken by the appropriate governors.
- All applications will be reviewed.
- Applicants will be short listed for the post if they meet essential criteria the job description and person specification. However, if there are many candidates in this situation a 'best fit' approach would be adopted based on information in the application form.
- Immediately after short listing references will be sent for those candidates short listed.
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- The Head teacher or other nominated person will inform those shortlisted immediately after the short listing process has taken place. Unsuccessful applicants will also be informed.

Shortlisted candidates will be sent:

- Detailed documentation of the interview process
- Directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs
- Also, they will be informed if they will have to undertake skill tests as part of the interview.

The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview may consist of a lesson observation, task, informal meetings with the Governing Body and, a professional interview.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.
- The panel will consist of a minimum of 2 members with safer recruitment training

Job Offer

- The panel will interview those shortlisted and will identify a suitable candidate.
- A job offer will be made subject to the following Pre - Employment Checks for the Successful Candidate.

Pre - Employment Checks for the Successful Candidate

Appropriate pre-employment vetting and checks will be undertaken to help identify whether a person may be unsuitable from working with children or is legally prohibited. Before taking up the post the following checks will be undertaken on the successful candidate.

- References (2)
- Proof of identity
- Proof of professional qualifications
- Verification of the candidate's mental and physical fitness to carry out their work responsibilities
- Teacher number (where a qualified teacher is being employed)
- Proof of a right to work in the UK
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred check/List 99 - pre 2002)
- Overseas criminal records check where needed

- Checks to ensure that individuals employed to work in reception classes, or in wraparound care for children up to the age of 8, are not disqualified under the 2018 Childcare Disqualification Regulations.
- A check to see if a Section 128 direction has been issued for an individual participating in the management of the school or holding or continuing to hold office as a governor of a maintained school.

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- ✓ a letter offering them the job
- ✓ a statement of the terms and conditions of employment via BwD HR

The successful candidate will sign and return a form accepting the job and its conditions.

Induction

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and they will receive copies of the DfE guidance on Safer Working Practice, Keeping Children Safe in Education (part 1)

Central Record of Recruitment Vetting Checks

We keep a single central record of recruitment and record checks of:

- Staff employed in school
- Supply Staff
- Students
- Volunteers

*All parties will be removed from the SCR when they have left in line with KCSIE 2022.

Staff with Safer Recruitment Training:

- Mrs Elizabeth Shears
(Headteacher)
- Mrs Lisa McIver (Office Manager)
- Mrs Celia Rushton (Chair of Governors)

*Other staff and governors involved in recruitment may access training when required through 'ME Learning' online training.

Elizabeth Shears

Mrs Elizabeth Shears - Headteacher
September 2022