



**St.Cuthbert's**  
Roman Catholic Academy Trust

St Thomas More RC Primary School

## **SAFER RECRUITMENT POLICY**



**Date policy produced: March 2017**

**Produced by: St Cuthbert's RC Academy Trust**

**Date policy reviewed: March 2018**

**Reviewed by: St Cuthbert's RC Academy Trust**

Other related academy policies that support this Safer Recruitment policy include Child Protection, Induction, Staff Code of Conduct, Whistle Blowing and Disciplinary.

## 1. Introduction

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

- Attracts the best possible applicants to apply for any vacancies
- Has safeguarding as of paramount importance throughout all stages of the recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults.
- Identifies and rejects applicants who are unsuitable to work with children and young people.
- Follows current legislation and guidance as a result of the Bichard Review 2004 and the Keeping Children Safe in Education document 2016.

## 2. Statutory Requirements

The policy supports the statutory requirements outlined by the DfE guidance Keeping Children Safe in Education and Hull Safeguarding Children Board Guidance.

## 3. Identification of Recruiting Parties

The school currently has two members of staff and the Governing Body who have completed the recommended Safer Recruitment training and passed the required assessment.

The named Safer Recruitment Personnel are:

- Suzy Drake Davis
- Julia Eley

This will fully meet the requirements as outlined by the DfE. The Head of School will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment process. All Safer Recruitment Personnel must re- train and complete the course every five years.

## 4. Inviting Applications

4.1 All advertisements for posts will include the statement:

St Thomas More RC Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and a satisfactory enhanced Disclosure and Barring disclosure.

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

- Job description and person specification
- The school's child protection policy
- The school's recruitment policy
- The selection procedure for the post
- An application form

4.3 All prospective applicants must complete **in full**, an application form. Incomplete application forms may be rejected at the short listing stage

## **5. Short Listing and Referees**

- 5.1 Short listing of candidates will be carried out in relation to the identified person specification for the post. Each candidate will be firstly checked against the 'Essential' criteria'. If a large number of candidates meet the essential criteria then the selection panel may consider the desirable criteria in order to make a subsequent shortlist.
- 5.2 References will be sought directly from the referee. References will be completed using the HCAT agreed format. Open references will never be accepted (i.e. general and to 'Whom It May Concern'). References will be sought prior to interviews taking place wherever possible.
- 5.3 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A written follow up will be required from the referee as a record of any matters discussed over the telephone.
- 5.4 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify an anomalies or discrepancies.
- 5.6 Referees will always be asked specific questions about:
- The candidate's suitability to work with children and young people;
  - Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
  - The candidate's suitability for the post.
- 5.7 School employees are entitled to see and receive , if requested copies of their employment references

## **6. The Selection Process**

- 6.1 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. At least 1 member of the panel will have completed the Safer Recruitment Training (hold certificate).
- 6.2 Interviews will always be face-to face.
- 6.3 Candidates will always be required:
- To explain satisfactorily any gaps in employment.
  - To explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters.
  - To declare any information that is likely to appear on a DBS enhanced clearance.
  - To demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 6.4 All application information will be kept on record for six months following the interview for the unsuccessful candidates.

## **7. Employment Checks**

All successful applicants are required to:

- To provide proof of identity
- To complete a DBS disclosure application and receive satisfactory clearance. A school must be in receipt of the DBS Enhanced Clearance as soon as it is available to the applicant. Failure to present this information will lead to disciplinary action being taken.
- To provide actual certificates and qualifications (not photocopies) which must be signed off by the Head of School. (SCR)
- To complete a confidential health questionnaire.
- To provide proof of eligibility to live and work in the UK if appropriate.
- Complete a Childcare Disqualification declaration form, if required.
- Be subject to a prohibition check, carried out by school.
- Produce a 'Good Conduct' certificate if they have lived outside of the United Kingdom within the last 10 years.

## **8. Induction**

- 8.1 All staff new in post, including volunteers will receive an induction pack and receive training that will include safeguarding, safe working practices, whistle blowing and child protection. In addition, new starters will be provided with a copy of the last version of the DfE guidance 'Keeping Children Safe in Education' (Part 1), and asked to sign to confirm receipt. Every new member of staff will have an identified Induction Mentor who will oversee the induction process for and continue to monitor for a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the Induction Process.
- 8.2 The Induction Mentor will ensure new staff members have the sufficient support and guidance and will monitor working practices to identify any anomalies. Any concerns will be passed immediately to the Safe Guarding Manager (Head teacher)

## **9. Supply Staff**

- 9.1 St Thomas More RC 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.
- 9.2. The School Business Manager will carry out identity checks when the individual arrives at school.

## **10. Peripatetic Staff**

St Thomas More RC Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

## **11. Volunteers**

There is an expectation that the school follows the same procedures for volunteers and will ensure they complete a volunteer application form and two references are obtained. In instances where volunteers are working in school as part of a recognised Training Course (such as PGCE, NVQ etc.) then references and completion of an application form will not be necessary. However, the school will need to see the DBS clearance, if applicable.