Safer Recruitment Policy

for Schools

June 2014

Approved by the Governors of Uxendon Manor Primary School – July 2017

To be reviewed – July 2018

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1. **Purpose**

1.1 The purpose of this policy is to set out the school's approach to good practice in recruitment in line with nationally recommended approaches to safeguarding children.

2. **Applicability**

2.1 This policy applies to all employees, governors and volunteers working in the school.

3. **Policy**

3.1 This school is committed to using robust, rigorous and fair recruitment and selection practices to appoint the best people to work in the school, to help deter or reject unsuitable applicants from applying for and gaining positions within the school, and to ensure that the workforce is fully committed to the safety and welfare of children in a safe and secure school environment.

4. **Implementation**

4.1 This policy will be implemented by using the safer recruitment guide provided by the local authority.

5. **Roles and Responsibilities**

5.1 The governing body will appoint a selection panel consisting of at least three of its members (excluding the head teacher) to appoint a head teacher or a deputy head teacher. It will seek, and have regard to, advice from the local authority (and the diocese, where relevant).

5.2 Note: If the delegation is made to governors only, they must seek advice/clarity from the local authority.

5.3 Governors may be *[will be for headship appointments]* invited to attend and be involved in recruitment and selection panels for staff in the school.

5.4 The Headteacher is responsible for the internal organisation, management and control of the school. All staff and volunteers have a responsibility to ensure that the school environment is safe and secure for children and that appropriate procedures are followed.

6. **Advertising**

6.1 For all adverts, in the interest of fair and open recruitment, consideration will be given to advertising vacant posts and how best to bring them to the attention of persons qualified to fill them, including making use of any the local authority's advertising publications. All positions should be advertised internally within the school as a minimum.

6.2 In the case of a vacancy for a Headteacher or deputy Headteacher, the governing body must advertise the vacancy or post in such manner as it considers appropriate.. The governing body will seek advice from the local

authority (and the diocesan authority, where relevant) before deciding not to advertise.

7. Safer Recruitment Training

7.1 Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply.

7.2 Training is available on-line at http://www.education.gov.uk/e-learning/login/index.php. The school will adhere to local authority guidance and ensure that staff and governors are suitably trained to undertake safe recruitment.

8. Equal Opportunities

8.1 This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

8.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership/non membership.

9. Safeguarding statement

9.1 Information sent out to all candidates for appointment will include the following statement;

"Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks."

10. Single central record

10.1 A single central record of all pre-employment checks will be maintained, and will be available for inspection by the local authority as well as Ofsted. This includes;

- All staff who are employed to work at the school;
- All staff who are employed as supply staff* to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide

additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artists.

10.2 The single central record will include information on checks of;

- Identity;
- Any qualifications legally required for the job, e.g. those posts where a person must have QTS.
- Permission to work in the United Kingdom;
- Disclosure and Barring Service (DBS) Enhanced Disclosure including barred lists check; NOT A PHOTOCOPY – only disclosure number, issue date, checked for results and verification
- Further overseas criminal records checks where appropriate.

10.3 *For supply staff provided through a supply agency the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS . They will not need a new DBS unless they've had a 3month gap – also with the new Update Service which when live on 17th June 2013 – DBS are now portable. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS will be treated as confidential.