Goonhavern Primary School



Nurture the seed and together we will grow

Safer recruitment policy

Introduction

Goonhavern Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. In this context, it is vital that Goonhavern Primary School applies recruitment and selection procedures that identify people who are unsuitable to work with children. The measures described in this policy should be applied in relation to everyone who has sole responsible for the care of the children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity. This policy has been developed to embed safer recruitment practices and procedures throughout Goonhavern 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 reinforces the conduct outlined in the school's code of conduct as well as the school's whistle blowing policy, of which all staff are expected to be familiar with. All successful candidates for paid or volunteer employment will be made aware of these documents.

The nominated Governor is Richard Morse.

Goonhavern Primary School's Safer Recruitment and Child Protection Policies draw upon guidance from:

- Keeping Children Safe in Education, DFE, September 2022
- Working Together to Safeguard Children, HM Government, July 2018

Aims

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
- operating such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants
- having an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse
- ensuring that a fair and legal recruitment procedure is in place

Goonhavern 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.

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 Head Teacher 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;

"Goonhavern Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, a satisfactory Disclosure and Barring Service Enhanced check and a satisfactory childcare disqualification requirement check".

All applicants will receive a pack containing the following when applying for a post:

- A statement of the school's commitment to ensuring the safety and well being of the pupils
- Job description and person specification
- The school's child protection policy
- The school's safer recruitment policy
- The selection procedure for the post
- An application form

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.

Short listing and references

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

Two references, one of which must be from the applicant's current/most recent employer, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure.

References will be sought directly from the referee, and where necessary, 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.

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
- Sickness record
- Attendance record
- 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 confirming the interview and any other selection techniques
- Details of the interview day including details of the panel members
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- A letter with the following statement: "Goonhavern Primary School is committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures, a satisfactory Disclosure and Barring Service Enhanced check and a satisfactory childcare disqualification requirement check".

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 (unless this is not possible due to the current Covid-19 pandemic).

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
- Complete a childcare disqualification requirement check
- Provide proof of professional status
- Provide actual certificates of qualifications and proof of exam results/highest educational attainment for non-teaching staff
- 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

Goonhavern 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.

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

Peripatetic staff

Goonhavern Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

Online Checks

KCSIE 2022 states:

'In addition, as part of the shortlisting process schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview. See Part two - Legislation and the Law for information on data protection and UK GDPR'

The headteacher will search carry out an online search, looking specifically for incidents or issues that are likely to contravene the school's Code of Conduct. This is likely to include a search of a candidate's social media.

Date: November 2022

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