



Welcome to  
**Hanley St Luke's C of E Aided Primary School**  
*Learning, Laughing, Loving at Family St Luke's*

## Safer Recruitment Policy

### Introduction

At Hanley St Luke's we are committed to ensuring we safeguard all our pupils and protect their well-being and as such have rigorous processes to ensure that only those suitable to work in school are offered employment. This policy sets out how we do this and also acts as a checklist for those responsible for the recruitment process from start to finish. Our Child Protection and Safeguarding Policy also sets out our commitment to this process.

Safe recruitment practices are the responsibility of all those involved in recruitment and safeguarding children the responsibility of all employees and volunteers. The **Safeguarding Vulnerable Groups Act 2006** on which all subsequent national safer recruitment guidance is based, makes the recruiting manager (as well as the Governing Body) specifically accountable for ensuring safe recruitment practices are followed. Ofsted will ask schools to demonstrate their commitment to Safer Recruitment. This checklist, which has been written in line with DfE and CWDC guidance, is intended to give an outline of the safer recruitment process and to be a convenient first-stop source of reference for schools. Further detail can be found in:-

- Department for Education's (DfE's) 'Keeping Children safe in Education' 2018
- Children's Workforce Development Council's (CWDC's) 'Safer Recruitment Workshop Participant Handbook'
- Model Safer Recruitment Guidance and the Schools Disclosure Policy
- Part 3 Safer Recruitment- Keeping Children Safe in Education.

### Volunteers

The pre-employment checks listed below apply to those volunteers (including Governors) who will be working regularly as well as to paid employees. To quote the DfE Guidance, 'a streamlined procedure (for recruiting volunteers) can be adopted:

- Seeking references
- Completion of the self-declaration form.
- Checking to ensure others in the school community know of no concerns and can make a positive recommendation
- Conducting a formal interview to gauge the person's aptitude and suitability and
- Undertaking suitable DBS checks or Employer Online from the DfE.
- Complete a formal induction as for employed members of staff.

## Agency Workers and Contractors

'In the case of agency workers and contractors schools must be satisfied that the appropriate checks have been carried out and are satisfactory'. If someone is **self employed** and working regularly then a DBS check is needed as there is no way for us to be sure whether or not there is any 'soft information' on the individual.

We will use the same approach for volunteers as we do for posts that we advertise for.

We use the following checklist to ensure quality of process and equality for all applicants.

Governors will complete this for each post we advertise for.

### The Safer Recruitment Checklist

Stage of Process	Initials	Date
<b>Planning</b> <ul style="list-style-type: none"><li>• Identify the vacancy</li><li>• Decide timetable (ensuring that this allows sufficient time to carry out necessary checks at the appropriate stages) bear in mind – average recruitment takes 12 weeks</li><li>• Decide who will be involved in the process and what their roles will be (eg short listing panel, interview panel) one of those involved should have been on safeguarding training</li><li>• Review and update as necessary the documents to be provided to applicants, including the Job Description, Person Specification and the Application Form</li><li>• Ensure that an explicit 'Recruitment and Selection Policy Statement' is included in the documents</li><li>• Ensure that the application form seeks all relevant information and includes the relevant statements about references, Disclosures and Barring Services, and other pre-employment checks.</li><li>• Ensure that the Job Description and Person Specification reflect the individual's responsibility for 'promoting and safeguarding the welfare of children' and that the person specification details the qualifications, experience, competencies and qualities needed and states that a DBS check is essential</li><li>• Ensure the Application Pack is ready to dispatch to candidates by the date the advert appears</li></ul>		
<b>Advertising</b> <ul style="list-style-type: none"><li>• Decide where to advertise the post</li><li>• Prepare advertisement, ensuring the appropriate details of the post, the salary, the qualifications required, the closing date and the anticipated interview date are included</li><li>• Ensure that the advertisement includes the school's statement of commitment to safeguarding and promoting the welfare of children and the need for the successful candidate to be DBS checked</li><li>• Arrange for the advert to be placed in the appropriate forums/publications</li></ul>		
<b>Initial Handling of the Response</b> <ul style="list-style-type: none"><li>• Send to interested candidates the Application Pack prepared</li></ul>		

<p>earlier.</p> <ul style="list-style-type: none"> <li>When completed application forms received, ensure that they are recorded as having been received and copied as necessary for the short-listing panel</li> </ul>		
<b>Scrutinising and Shortlisting</b>		
<ul style="list-style-type: none"> <li>Draw up a shortlist of candidates, using a short-listing assessment form based on the objective criteria listed in the Person Specification (included those criteria relating to the promotion and safeguarding of the welfare of children)</li> <li>Scrutinise all the application forms of those candidates considered for shortlisting for any discrepancies/anomalies/gaps in employment</li> <li>Note any such discrepancies/anomalies/gaps in employment to explore at interview with the applicant and if necessary through previous employers</li> <li>Online checks to be carried out on those candidates who have been shortlisted</li> </ul>		
<b>Invitation to Interview</b>		
<ul style="list-style-type: none"> <li>Invite all short-listed candidates to interview, include details of the arrangements for the interviews, 'how the interview will be conducted and the areas it will explore including suitability to work with children</li> <li>States that the identity of the successful candidate will need to be checked and that the DBS check where appropriate will need to be carried out and therefore ensure that the invitation instructs all candidates to bring i) ID to enable the DBS application process to be begun for the successful candidate ASAP and ii) proof of qualifications if necessary</li> <li>Ask candidate if they have any special needs.</li> <li>Include a self-declaration form for candidates to complete.</li> </ul>		
<b>Checks before interview (including References)</b>		
<ul style="list-style-type: none"> <li>Using a pro-forma that asks the recommended questions, request (directly from the referees concerned) at least two references on each short-listed candidate ASAP after short-listing (and before interviews take place) requesting they are returned before the interview date</li> <li>Ensure that reference requests include recommended specific questions (eg suitability for their role, suitability to work with children, regarding allegations or disciplinary action)</li> <li>Wherever possible get a reference relating to a role in which the candidate worked with children</li> <li>Wherever possible ensure that references are available before the interview so that any issues arising can be taken into account/explored further with the previous employer/or candidate in the interview</li> <li>Where necessary verify that a candidate has a qualification or experience that is 'particularly relevant' to the post with the previous employer</li> <li>When references are received, check the contents against the information supplied on the application form, scrutinise for any discrepancies/issues of concern and note down any such concerns</li> <li>Follow up any issues of concern with referee if necessary : ensure record of any verbal conversation is kept</li> </ul>		
<b>Interview Preparation</b>		
<ul style="list-style-type: none"> <li>Prepare for the interviews and for any other assessments taking place on the selection day (eg tests, presentations) as necessary</li> <li>Ensure that there are a least two interviewers on the panel, that at</li> </ul>		

<p>least one panel member has undertaken the national Safer Recruitment training developed by the NSPCC (LSCB Recommendation), that they have the authority to appoint and that they have met in advance to agree questions/assessment criteria/standards (objectivity is important : consider using a scoring system)</p> <ul style="list-style-type: none"> <li>• Ensure that the interview is structured, that open questions are asked to draw out candidates actual experience and that the questions explore the applicant's motivation towards safeguarding children/suitability to work with children as well as for the post.</li> <li>• Consider the self-declaration form and any disclosures made on it.</li> </ul>		
Interview		
<ul style="list-style-type: none"> <li>• Take notes</li> <li>• Assess the applicant's suitability for the post and explore the candidate's attitude to children, gaps in their employment history and any concerns arising from information in the application or references</li> <li>• Where applicable, and where this has not been done before interview, follow-up regarding the contents of 'Self-Declaration of Criminal Record' form</li> <li>• If references have not yet been received, ask the candidate 'if there is anything they wish to discuss/declare in light of the questions put to their referees</li> <li>• Ensure all the candidates' application forms have been signed</li> <li>• Assess all applicants' interview performances using the agreed criteria, ensuring that such assessment is fair and objective</li> <li>• Ask the successful candidate to provide proof of ID and qualifications immediately (or ASAP after the offer is made)</li> <li>• Keep copies of the documents used to verify the successful candidates' ID (with regard to their right to work in the UK) and to verify their qualifications for inclusion on their personal file</li> <li>• Retain all the interview notes and assessment materials securely for six months in case any aspect of the appointment process is challenged</li> </ul>		
Conditional Offer of Employment		
<ul style="list-style-type: none"> <li>• Make a conditional offer of appointment (first verbally, then in writing) to the successful candidate (conditional on the successful completion of the necessary pre-employment checks and, in the case of non-teaching posts, on the completion of a probationary period (if the successful candidate is already an employee of NSC some of the checks should not need to be repeated)</li> <li>• Ask the successful candidate to provide ID and proof of qualifications (if not done so already) and to complete the DBS checks ASAP</li> <li>• Contact and give feedback to the unsuccessful candidates</li> </ul>		

If the checks reveal concerns – contact Schools HR if any of the checks reveal concerns about the candidates suitability to work with children.

Once the school has completed the pre-employment checks –

- Agree start date with the successful candidate
- Destroy the completed Self-Declaration of Criminal Record forms
- Submit the contractual paperwork including the completed DBS application form and copies of ID, references and proofs of qualifications and the Pre-Employment Medical Enquiry form with the

Method of Pay, P45, Application/Equal Ops, Emergency Contact and T1s or S1a forms

- Add the required details of the checks carried out on the appointed individual to the school's Single Central Record

After interview – Induction

- Put in place and implement the appropriate induction programme for all newly appointed staff or new volunteers.
- Complete safeguarding training with safeguarding lead.
- Sign up to staff Code of Conduct.
- Assign mentor.
- Familiarisation with policies.
- Include in this induction, training etc to ensure the new employee or volunteer understand their on-going responsibilities regarding safeguarding issues.

Reviewed

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Next Review November 23