**Safeguarding and Recruitment at PGHS**

Penwortham Girls High School is committed to safeguarding and promoting the welfare and well-being of its pupils and expects all staff and volunteers to share this commitment.

We have created a culture of safe recruitment and adopted recruitment procedures that help deter, reject or identify people who might pose a risk of harm to children. The school will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence including: criminal background (via the Disclosure and Barring Service), barred list, prohibition status (in the case of teachers), Disqualification Declaration (where required) and other necessary checks together with references and interview information.

**Equality**

We are committed to ensuring that throughout our recruitment and selection process, no applicant is disadvantaged or discriminated against as a result of their age, sex, race, religion or belief, sexual orientation, gender reassignment, pregnancy or maternity status.

**Policy**

We have a written Safer Recruitment Policy and Recruitment procedures in place. In line with the School Staffing (England) Regulations 2009 the school ensures that at least one person on any appointment panel has attended safer recruitment training.

**References**

We will always ask for written references for shortlisted candidates. Each request will be accompanied by the job description and person specification. One of the references will be requested from the most recent employer. If an applicant for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed to confirm details of their employment and their reasons for leaving. Requests will always be addressed to the Headteacher.

An offer of employment will be conditional upon receipt of at least two satisfactory written references. References received will be scrutinised and any concerns resolved satisfactorily before the appointment is confirmed. References will always be requested directly from the referee. Any provided by the applicant or open references i.e. those prefixed by ‘To whom it may concern’ will not be accepted under any circumstances.

**Induction**

Once an individual has been appointed, we will ensure that a full Induction takes place which will include our Safeguarding Policy and procedures and provision of other related safeguarding documents both statutory and non-statutory, as well as safeguarding training.