

Safer Recruitment at Greenslade Primary School

March 2018

This Policy will be reviewed in the Autumn Term 2018 as part of our Safeguarding Policy Review

Compliance with Safeguarding Children and Safer Recruitment in Education January 2007, Health and Social Care Act (2008) and "Keeping Children Safe in Education" July 2016.

Greenslade Primary School is committed to promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The aim of these procedures is to prevent unsuitable people working with children and young people and to promote safe practice. Our aim is to provide clarity of expectation in order that we all feel confident to challenge poor and unsafe practice. It is vital that the culture of our school is one of vigilance and openness so that we have the courage to challenge practice that causes concern in order to keep our children safe.

- The Headteacher and Governors receive regular Safer Recruitment Training now provided the Safer Recruitment Consortium. Formally known as Bichard Training.
- Following training our policy and practice is reviewed to ensure outcomes from training are put in place in order to provide a safer environment for our children.
- Outcomes from training are incorporated into our recruitment processes.
- Greenslade Primary School applies the Finkelhor model to recruitment. Our aim is that unsuitable people are deterred from applying, unsuitable candidates are rejected, procedures prevent appointment and induction of unsuitable people and our culture of vigilance prevent and detect unsuitable practices at our school.
- The Headteacher or a Governor who has received training takes a full part in each stage of the recruitment process.
- Planning is vital to the process of recruitment to ensure that safeguards are not skimped or overlooked. Job Descriptions, Person Specifications, Application Packs, timetables, reference documents and procedures are in place in advance to allow clarity and to ensure the process runs safely and smoothly.
- Adverts are placed in the appropriate media outlet depending on the type of vacancy. The adverts contain a statement regarding our commitment to safeguarding and the level of DBS Disclosure required for the post.
- Greenslade Primary School uses the standard Greenwich application form due to the safeguards this form ensures and the common set of core data obtained for all applicants.
- The application form we use requires candidates to complete a full employment history to ensure that any gaps can be challenged at the appropriate stage in the process.

- Job Descriptions contain the main duties of the post and a statement regarding the individual's responsibility for promoting and safeguarding the welfare of children.
- Person Specifications include the qualifications and experience and any other requirements needed to perform the role in relation to working with children and young people.
- The application pack includes a statement restating our commitment to safeguarding children, the authority's policy about equal opportunities and the recruitment of sex offenders etc.
- Applications are scrutinised to ensure they are fully and properly completed and that the information provided is consistent and does not contain any discrepancies or anomalies. These are explored and challenged.
- Gaps in employment history and reasons for leaving posts are areas for close scrutiny during the recruitment process.
- Frequent or unexplained changes in employment are explored and verified.
- Incomplete applications are not accepted and are returned for completion.
- We request that on line application forms are signed by shortlisted candidates when they come to school for interview.
- Shortlisted candidates are asked to provide two references.
- Greenslade Primary School use a reference proforma that includes questions related to safeguarding, disciplinary or capability action and suitability to work with children.
- We do not accept "open" references and ask if a reference has been completed as part of a compromise agreement.
- One referee should be the applicant's current or most recent employer / line manager.
- The reference requires referee to comment on the candidates suitability to work with children.
- The selection process for people who will work with children always includes a face to face interview as well as other appropriate assessments to ensure suitability for the post.
- References are checked against information provided by the application form to ensure consistency.
- References are scrutinised by all members of the "recruitment panel".
- Candidates are requested to bring documentary evidence of their identity that will satisfy DBS requirements and ability to work in the UK.
- Candidates are asked to bring documents confirming educational and professional qualifications relevant for the post.
- Members of the interview panel have the relevant authority to make decisions about employment.
- During the interview the panel will explore the candidate's attitude toward children and young people, his/her ability to support the LA and School's agenda for safeguarding and promoting the welfare of children.

- During the interview any gaps in the candidate's employment history and any concerns or discrepancies arising from the information provided by the candidate or a referee are explored and challenged.
- Our interview questions aim to ascertain information regarding the candidate's values, motives and attitudes toward keeping children safe and understanding of boundaries in order to establish a culture of safety and vigilance.
- During the interview candidates are once again made aware of the need for DBS disclosure and asked if they have anything to declare at this stage.
- Once the successful candidate has been appointed, part of our induction process includes an introduction and ongoing training in regards to our policies and practice on safeguarding children and young people. The induction process includes a Health and Safety and safeguarding briefing.
- Our Code of Conduct for behaviour of staff and volunteers is shared and clarified with the aim of working in an open and vigilant environment.
- We work hard to maintain a "safer culture" by ensuring we are continually aware of safeguarding issues and all members of staff understand their roles and responsibilities and are confident in carrying them out.
- Recruitment is not seen as the end of "safer working" practice and all staff and volunteers are made aware of the issues related to safeguarding and must feel able to raise concerns about what seems to be poor or unsafe practice by colleagues, and that these concerns or those expressed by children, parents or others are listened to and taken seriously.
- Our Whistle Blowing Policy is shared with new staff and is part of the practice we follow to ensure our children are kept safe.
- Greenslade Primary School follows all guidelines and legislation regarding pre-employment Recruitment and Vetting Checks.
- DBS and "Barred List (99)" are carried out in accordance with guidelines.
- This process includes requesting information related to Disqualification by Association.
- We check that candidates have the authority to work in the UK.
- Copies of ID and appropriate qualifications are kept on file.
- A conditional offer of employment can be made pending the outcomes of the pre-employment checks.
- Our "Single, Central Record" is audited annually by our HR consultant and more regularly by our Governor with responsibility for safeguarding.