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Excellent standards of teaching which enable all children to achieve their full potential.

A curriculum which builds enthusiasm for learning and equips children for the next stage of their education.



Wellstead Primary School

Safer Recruitment Policy

Summary

This Safer Recruitment Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education (January 2007)' and subsequent guidance. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

Safer Recruitment Policy statement

Wellstead Primary School and Hampshire County Council are committed to promoting the welfare of children and young people and expect 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 checks along with other relevant employment checks.

The School is committed to attracting, selecting and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce with appropriate knowledge, skills, experience and ability to do the job is critical to the school's performance and fundamental to the delivery of a high quality service.

Purpose

- To ensure the recruitment of both permanent and fixed-term staff (including voluntary) is conducted in a fair, effective and economic manner.
- To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently and fairly with all internal and external applicants.

Scope

This policy applies to all the school employees and governors responsible for and involved in recruitment and selection of all staff. Where a Headteacher or Deputy Headteacher is being appointed the Governing Body will consult with the Local Authority about the recruitment process.

The ultimate responsibility for recruitment and selection lies with the Governing Body.

Aims and Objectives

- To ensure that the safeguarding and welfare of children and young people takes place at each stage of the process.
- To ensure a consistent and equitable approach to the appointment of all school staff.

To ensure all relevant equal opportunities legislation is adhered to and that appointees are not discriminated against on the grounds of the 9 protected characteristics: race, nationality, gender, religion, age, disability, marital status, sexual orientation or gender reassignment.

- To ensure the most cost effective use is made of resources in the recruitment and selection process.

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Principles

The following principles are encompassed in this policy:

- All applicants will receive fair treatment and a high quality service
- The job description and person specification are essential tools and will be used throughout the process
- Employees will be recruited on the knowledge, experience and skills needed for the job
- Selection will be carried out by a panel with at least two members. At least one panel member will have received appropriate training on Safer Recruitment which lasts for five years).
- Selection will be based on a minimum of completed application form, shortlisting and interview
- Monitoring and Evaluation are essential for assessing the effectiveness of the process
- All posts will normally be advertised
- The Equalities Act 2010 makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

Equal Opportunities

Wellstead Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of any of the 9 protected characteristics. The School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Single Equalities Policy is the foundation for all its activities.

Safer Recruitment – Recruitment and Selection Training

It is a requirement that at least one member of the interview panel has successfully completed the Safer Recruitment Training within the past five years, prior to the start of the recruitment process.

Pre-Recruitment Process

• Objective

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting will:

- Leave a positive image with unsuccessful applicants
- Give successful applicants a clear understanding of the post and what is expected of them
- Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet the school's commitment to safeguard children and young people.

• Application Form

A standard application form, produced by the Local Authority, will be used to obtain a common set of core data for all applicants.

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• **Job Description and Person Specification**

An accurate job description is required for all posts. A person specification, which is a profile of the necessary requirements for the post, should also be produced.

• **References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They will always be sought and obtained directly from the referee.

References will be sought on all short listed candidates, including internal ones, and will be obtained before interview so that any issues of concern they raise can be explored further with the referee, and taken up with the candidate at interview.

• **Interviews**

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for people who will work with children and young people will always include a face-to-face interview, even if there is only one candidate.

• **Interview Panel**

A minimum of two interviewers will form the interviewing panel, unless there are exceptional circumstances. The members of the panel will:

- have the necessary authority to make decisions about appointments;
- be appropriately trained, (one member of the interview panel will have undertaken the training in accordance with Safer Recruitment Training).
- meet before the interviews to:
- reach a consensus about the required standard for the job to which they are appointing;
- consider the issues to be explored with each candidate and who on the panel will ask about each of those;
- agree their assessment criteria in accordance with the person specification.

Where a candidate is known personally to a member of the selection panel it will be declared before shortlisting takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

• **Scope of the Interview**

In addition to assessing and evaluating the applicant's suitability for the particular post, the interview panel will also explore:

- the candidate's attitude toward children and young people;
- his/her ability to support the school's agenda for safeguarding and promoting the welfare of children;
- gaps in the candidate's employment history;
- concerns or discrepancies arising from the information provided by the candidate and/or a referee; and,
- ask the candidate if they wish to declare anything in the light of the requirement for a DBS check (if not already indicated on the application form) and safeguarding declaration

If, for whatever reason, references are not obtained before the interview, the candidate will also be asked at interview if there is anything s/he wishes to declare/discuss in light of the questions that have been (or will be) put to his/her referees. (And it is vital that the references are obtained and scrutinised before a person's appointment is confirmed and before s/he starts work.)

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• **Conditional Offer of Appointment: Pre Appointment Checks**

An offer of appointment to the successful candidate will be conditional upon:

- the receipt of at least two satisfactory references
- verification of the candidate's identity, address and date of birth
- verification of eligibility and right to work in the UK
- verification of qualifications
- verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH and no prohibition from teaching
- a satisfactory DBS Enhanced Disclosure and Safeguarding self-declaration
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,
- (for non teaching posts) satisfactory completion of the probationary period.

The Local Authority's Human Resources will liaise with the School in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);
- recorded on the school's central record database; and,
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

Where:

- the candidate is found to be on the DBS Disclosure and shows s/he has been disqualified from working with children by a Court; or,
- an applicant has provided false information in, or in support of, his/her application; or,
- there are serious concerns about an applicant's suitability to work with children,

The facts must be reported to the police and/or Children's Safeguarding Operations Unit. The school will liaise with Human Resources if this should be the case.

• **Post Appointment Induction**

All staff will be provided with a staff handbook (or equivalent) upon induction and allocated to a member of staff for appraisal, regardless of previous experience.

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Appendix 1: Pre-Employment Checklist

	Initials	Date
Training: At least one member of the shortlisting and interview panel should have carried out the safer recruitment training (see Section 3.1)		
Planning: Timetable decided, job description and person specification reviewed and updated as necessary.		
Advertising: The advert must include reference to the policy statement of safeguarding and promoting welfare of children and young people (Section 2.1)		
Application Forms: Candidates must provide information on employment history and if appropriate adequately explain the reasons for any gaps. The candidates must complete, sign and date the Rehabilitation of Offenders Act Declaration Form.		
Shortlisting: Interview panel members should shortlist the applications (where possible)		
References: References must be requested prior to interview. Chase if not received. Check and scrutinise references on receipt – any discrepancies or concerns should be taken up with applicant at interview or the referee.		
Invitation to Interview: Interview invitation letters must include relevant information and instructions – see appendix 6.		
Interview: The panel should have at least 2 members and should have the authority to appoint. They must meet prior to interview and agree issues, questions, assessments, criteria and standards. At least one member must have completed the safer recruitment training.		
Conditional Offer of Employment: Offer of employment must be subject to satisfactory completion of the following pre-employment checks:		
Identity: This should be verified upon appointment and copied.		
Right to work in UK: This again should be verified upon appointment and documentation copied.		
References: If not received and scrutinised prior to interview.		
Qualifications Checked: This should be verified upon appointment – original certificates must be submitted and copied.		
DBS: An enhanced level DBS disclosure and safeguarding declaration is required.		
Medical Clearance: The candidate must be both physically and mentally fit to undertake the post.		
QTS – for teacher only. The candidate should provide original documentation to prove that he/she has obtained QTS. See appendix 8.		
Probation – for support staff only. The candidate will be subject to a 6 month probationary period if he/she is new to Hampshire County Council.		
Teachers Pensions – all teachers are automatically members of the scheme unless they have previously opted out (proof of this must be provided).		
Local Government pension – all support staff are automatically members of the scheme but have the right to opt out.		
Supply Teachers – All supply teachers must undergo the same checks as above – the school should check with Human Resources that this is the case.		
Volunteers – The above checks should be carried out on volunteers		

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Revision No.	Date Issued	Prepared By	Approved	Comments
1	March '15	BR	FGB	New policy to reflect statutory guidelines
2				
3				