

# Lydbrook Primary School (including Robins Nursery) Safer Recruitment Policy

To be read in conjunction with our:  
**Child Protection and Safeguarding Policy**  
**And DFE Keeping Children Safe in Education 2022**

*Where anything is Possible*

<b>Policy Reviewed:</b>	<b>Annually</b>
<b>By:</b>	<b>Full Governing Body</b>
<b>Agreed:</b>	<b>7<sup>th</sup> December 2022</b>
<b>Next Review:</b>	<b>Autumn 2023</b>

## 1 INTRODUCTION

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout Lydbrook Primary School, including Robins Nursery. Its aim is to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care.
- 1.2 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identifying and rejecting applicants who are unsuitable for work with children and young people.
- 1.3 The 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.
- 1.4 As an employer we have 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. This also applies to staff who resign and supply staff where there are concerns of misconduct.

## 2 STATUTORY REQUIREMENTS

The Policy complies with DFE guidance outlined in Keeping Children Safe in Education (KCSIE) September 2022

## 3 Roles and Responsibilities

3.1 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 the 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.

### 3.2 The Headteacher of the school 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.
- Monitor any contractors' and agencies compliance with this document.
- Promote the safety and wellbeing of children and young people at every stage of this process.

## 4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

**“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service disclosure.”**

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's Safer Recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All 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.

4.4 Candidates submitting an application form completed online or sent by email will be asked to sign the form if called for interview.

## 5. IDENTIFICATION OF THE INTERVIEW PANEL

5.1 We will ensure that the Headteacher and at least one member of the Governing Board have completed appropriate safer recruitment training. At all times the Headteacher and Governing Board will ensure that safer recruitment practices are followed in accordance with the requirements of “Keeping Children Safe in Education” with effect from September 2022

## 6 SHORT-LISTING AND REFERENCES

6.1 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be checked to ensure that information is not contradictory or incomplete.

Where referees are contacted to clarify anomalies or discrepancies detailed written records will be kept of such exchanges.

- 6.2 References will always be obtained from the candidate's current employer. Where a candidate is not currently employed, verification of their most recent period of employment and reasons for leaving will be obtained.
- 6.3 One reference will also be from the applicants most recent educational setting.
- 6.4 References will be sought directly from the referee. References will only be accepted from a senior person with appropriate authority. References or testimonials provided by the candidate will never be accepted.
- 6.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 6.6 Electronic references will be checked to ensure that they are from a legitimate source and not from a personal email.
- 6.7 Referees will always be asked specific questions about:
  - the candidate's suitability for working with children and young people;
  - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - the candidate's suitability for this post.
- 6.8 Where a candidate is not currently employed, checks should be made with their most recent employer whether that is a school, college LA or other organisation.
- 6.9 School employees are entitled to see and receive, if requested, copies of their employment references.
- 6.10 All appointments are subject to satisfactory references, vetting procedures, and DBS clearance. Senior leader appointments are also subject to a section 128 check.
- 6.11 Background searches using social media platforms will be undertaken on all shortlisted candidates. Only searches for information in the public domain will be undertaken eg. Where no account is needed to search.

## **7 THE SELECTION PROCESS**

- 7.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 7.2 Candidates called to interview will receive:-
  - A letter confirming the interview and any other selection techniques
  - Details of the interview day
  - Details of any tasks to be undertaken as part of the interview process
  - The opportunity to discuss the process prior to the interview.

7.3 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

7.4 Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7.5 Copies of the interview questions and answers will be kept on file for the successful candidate.

## 8 EMPLOYMENT CHECKS

8.1 An offer of appointment will be conditional and all successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK
- to complete a self-disclosure as required by the Disqualification under the Childcare Act 2006 . This disclosure will then need to be made on an annual basis.

8.2 Prohibition by the Secretary of State to teach check will be carried out via the DFE and National College for Teaching and Leadership (NCTL). Section 128 checks will be carried out for senior leader appointments and governors.

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.

**Note: If any of the above are not satisfactorily completed the offer of employment will be withdrawn.**

## 9 INDUCTION

9.1 All new members of staff and volunteers are provided with child protection awareness information at induction, including in their arrival pack:-

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Safeguarding response to children who go missing from Education.
- The role of DSL and DDSL including their identity.
- Keeping Children Safe in Education 2022, Part 1 and Part 5.
- Working Together to Safeguard Children 2018

9.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9.3 Rehabilitation of Offenders Disclosure

All posts within Lydbrook Primary School are exempt from the Rehabilitation of Offenders Acts 1974. Applicants will be required to declare spent and unspent convictions, cautions, bind-overs, including those regarded as spent and have an enhanced DBS check

## **10.. SUPPLY STAFF**

10.1 The 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.

10.2 The School will carry out identity checks when the individual arrives.

10.3 Within five working days, Supply staff will be required to read:-

- Safeguarding and Child Protection policy
- Behaviour Policy
- Staff code of conduct
- Safeguarding response to children who go missing from Education.
- The role of DSL and DDSL including their identity.
- Keeping Children Safe in Education 2022, Part 1 and Part 5.
- Working Together to Safeguard Children 2018.

## **11.0 PERIPATETIC STAFF**

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

11.2 Peripatetic staff will be required to read:-

- Safeguarding and Child Protection policy
- Behaviour Policy
- Staff code of conduct
- Safeguarding response to children who go missing from Education.
- The role of DSL and DDSL including their identity.
- Keeping Children Safe in Education 2022, Part 1 and Part 5.
- Working Together to Safeguard Children 2018.