

SAFER RECRUITMENT PROCEDURE



RESPECTFUL



AMBITIOUS



RESILIENT

Safer recruitment and selection of staff Procedure

The school uses best practice and has adopted robust recruitment procedures as outlined in [Keeping Children Safe in Education](#) (September 24) to deter and prevent people who are not suitable to work with children from applying, securing employment or volunteering opportunities in the school. We apply appropriate measures for our staff, including volunteers, agency and third-party staff (supply staff) trainees/student teachers, governors/trustees, and contractors. This forms a vital part of the whole school approach to safeguarding and is an essential part of creating a safe environment for our learners.

Those involved with the recruitment and employment of our staff have received appropriate safer recruitment training and at least one person who conducts an interview has completed safer recruitment training.

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding children at every stage of the process from advertising, job descriptions/person specifications, application forms, shortlisting, employment history and references, selection and pre-appointment vetting checks.

Everyone who works in the school/college, including volunteers and school governors will have appropriate Disclosure and Barring (DBS) and teacher status, teacher and teacher prohibition checks or where appropriate GTCE sanctions and restrictions. Governors will also require section 128 checks.

Other checks that may be necessary for staff, volunteers, and others:

- **Individuals who have lived or worked outside the UK** – will undergo the same checks as all other staff in the school and further checks deemed appropriate to ensure suitability
- **Agency and third-party staff (supply staff)** - the school will obtain written notification from any agency or third party organisation provider that they have carried out checks on an individual who will be working at the school that we would otherwise perform.
- **Contractors** - where the school uses contractors to provide services the contract will set out their safeguarding requirements.

- **Trainee/ student teachers** – applicants salaried by the school will undergo all necessary checks by the school. The initial teacher training provider will carry out necessary checks on fee funded trainee teachers and will provide written confirmation that these have been carried out and judged suitable to work with children.
- **Volunteers** - the school will ensure volunteers are appropriately supervised as outlined in [statutory guidance](#) on supervising the activities of workers and volunteers with children. In addition, risk assessments will be undertaken, and professional judgment/ experience used when deciding whether to obtain an enhanced DBS certificate for any volunteer not engaged in regulated activity. The details of the risk assessment will be recorded.

The school/college maintains a single central record of pre-appointment checks consistent with [Keeping Children Safe in Education](#) (September 24)

Visitors

The school premises provide a safe learning environment with secure access. We recognise there are different types of visitors, those in a professional capacity, children's relatives or others visiting for school activities or visitors via a third party and have processes in place to ensure they are suitable, are checked and monitored as appropriate.

We recognise the importance of allowing access for local authority children's social care to conduct, or to consider whether to conduct an assessment and that staff from other partner agencies may need to visit to see a child or young person to either safeguard or promote their welfare. To support our decision making about appropriate checks regarding any professional visitor we operate using guidance outlined in the [DDSCP Briefing Note - Professional Visitors to Schools](#). See school visitor's policy.

External speakers/visitors

The school may ask external speakers or visitors to work with children or provide assemblies on subjects such as online safety, relationships/relationships and sex education and health education. On these occasions there will be an assessment of the educational value, the age appropriateness of what is going to be delivered and whether relevant checks will be required, and an assessment made of what will be appropriate supervision. There will also be an agreement made in advance of the session/s on how a safeguarding report should be dealt with by an external visitor

Alternative provision

The school continues to be responsible for any learner placed with an alternative provision provider. Learners in alternative provision often have complex needs and are vulnerable to additional risk of harm. We will ensure that the provider meets the needs of the learner and obtain written confirmation from the provider that appropriate safeguarding checks have been carried out on their staff and individuals working for the provider. The school also has arrangements in place to ensure attendance is monitored and that there are effective safeguarding arrangements within the provision

Use of school premises for non-school activities

Our school safeguarding arrangements will apply to all activities provided by the school under the direct supervision of school staff. Where activities are provided by another body, the governing body will seek assurance that the provider has appropriate safeguarding/child protection policies and procedures in place, as outlined in the [Keeping children safe in out-of-school settings guidance](#). This includes arrangements to liaise with the school where appropriate. This applies regardless of whether or not the children who attend any of these services or activities are children on the school roll. Safeguarding requirements are included in all lease/hire agreements.

List of recruitment steps / procedure: (any variance to be compliant with the aims and requirements of Wren Park and Safer Recruitment procedures)

- Vacancy identified- against need and resourcing capacity
- Application pack written (Job description, Person Spec, Advert, school information- Safer Recruitment compliant- HT/ DHT &SBM)
- Vacancy advertised
- Applications received by deadline
- Applications shortlisted (panel including one member who has Safer Recruitment training)
- Shortlisted candidates notified with details of selection process (tasks outlined)
- Unsuccessful candidates notified
- Invited candidates to provide Self- disclosure form (on day of interview)
- Online search of candidate Satisfactory
- References requested on school proforma- 2
- Interview day (Identity and qualifications checked)
- Self –disclosure form reviewed
- Assessment of suitability from interview tasks (interview panel)
- Formal interview – questions from tasks and following up on any missing information in career history, motivation for working in schools, competence and behavior and attitudes
- References reviewed
- Panel deliberation and decision made- any further information from candidate will be sought at this point if issues arise eg. Start date, salary, work pattern
- Job offer made verbally to successful applicant and feedback given (subject to satisfactory DBS and pre-employment checks)
- Unsuccessful candidates offered feedback
- Job offer made in writing
- Contact maintained with candidate regarding pre-employment information and school visit for initial induction.
- Further visits as appropriate prior to starting employment
- SBM to liaise with candidate and HR regarding starters paperwork and contract
- Candidate starts employment at agreed date



RECRUITMENT CHECKLIST

NAME: _____

ACTIONS TO BE COMPLETED DURING RECRUITMENT PROCESS	ACTION COMPLETED	PAPERWORK INCLUDED
ADVERT PLACED ON DCC WEBSITE		
SHORTLISTED BY:		
LETTER SENT TO CANDIDATES FOR INTERVIEW ON _____		
NAMES OF CANDIDATES TO BE INTERVIEWED:		
REFERENCES REQUESTED FOR ALL CANDIDATES:		
ONLINE SEARCH SATISFACTORY: YES/ NO		
SELF DISCLOSURE FORM RECEIVED AND REVIEWED:		
INTERVIEW PANEL: (MUST INCLUDE 1 WITH SAFER RECRUITMENT TRAINING)		
SUCCESSFUL CANDIDATE ACCEPTED POST		
REFERENCES RECEIVED FOR SUCCESSFUL CANDIDATE		
REFERENCES RECEIVED FROM:		

ID AND RELEVANT QUALIFICATIONS SEEN		
START DATE		