

Anson Primary School



Safer Recruitment Policy September 2019

To be reviewed: September 2022

Headteacher:
Saadia Lansiquot

www.anson.brent.sch.uk

INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

1. IDENTIFICATION OF RECRUITERS

The school currently has three members of staff and one member of the *Governing Body* who have completed the recommended Safer Recruitment training and passed the required examination.

The named Safer Recruitment Personnel are:

- Ms Saadia Lansiquot (Headteacher)
- Mr Simon Pile (Deputy Headteacher)
- Miss Claire Houlihan (Office staff)
- Ms Sarah Green (Chair of Governors)

2. INVITING APPLICATIONS

2.1 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 Post holders are subject to a satisfactory enhanced Disclosure Barring Service check.”

2.2 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 recruitment policy (this document);
- the selection procedure for the post;
- an application form.

2.3 All prospective applicants must complete, in full, an application form.

3. SHORT-LISTING AND REFERENCES

3.1 Short-listing of candidates will be against the person specification for the post.

3.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

3.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

3.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

3.5 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.

3.6 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.

3.7 School employees are entitled to see and receive, if requested, copies of their employment references.

4. THE SELECTION PROCESS

4.1 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. At least one member of the panel will have completed the Safer Recruitment Training (hold certificate)

4.2 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).

4.3 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.

5. EMPLOYMENT CHECKS

5.1 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 complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to provide proof of address
- to complete a disqualification disclosure form

6. INDUCTION

6.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

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

7. SUPPLY STAFF

7.1 Anson Primary 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 CRB/DBS check will be treated confidentially.

7.2. The office staff will carry out identity checks when the individual arrives at school.

8. PERIPATETIC STAFF

8.1 Anson Primary School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

9. VOLUNTEERS

9.1 The school will follow the same procedures for volunteers and will ensure they complete a volunteer application form and at least one reference is obtained. A risk assessment form will be completed during the initial meeting with the volunteer. In instances where volunteers are working in school as part of a recognised Training Course (such as PGCE, NVQ etc) then references and completion of an application form will not be necessary. However, the school will need to see the Enhanced DBS clearance.

SignedDate (Chair of Staffing Committee)

SignedDate (Headteacher)