



Silverhill Primary School  
Policy for Recruitment

Safeguarding

Issue date  
February 2017

Review date  
February 2019

### **Introduction**

Silverhill Primary School is committed to safeguarding the welfare of the children in our care. We need to ensure that our recruitment policies and practices are robust and contain the necessary measures to enable us to employ a workforce that will fulfil its roles and responsibilities with full regard to this commitment. The Recruitment Policy is driven by legal/statutory requirements laid down for this field of employment and has been written with full regard to the findings and recommendations of the Bichard Inquiry. The guidance below exemplifies proper procedures and best practice. Should there be any doubt about this document, advice should be sought from the Headteacher.

### **The Vacancy**

Once a vacancy has been identified, either for a new or existing post, a check will be made that both a job description and person specification are produced. The contents of these documents are covered by the requirements of the Employment Equality Regulations 2003, Disability Discrimination Act, Equal Pay Act, Equal Opportunities, Sex Discrimination and Race Discrimination Act. The Working Time Directive may also apply where long hours or split duties may be a feature. Minimum pay may also be applicable, as may the requirements of the Asylum and Immigration Act.

### **The Advertisement**

The post will be advertised; the wording and content will take note of all the above acts and pay particular attention to any words or phrases that may be construed as discriminatory.

The information pack will include the statement:

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

## The Response

A simple but accurate record is kept of enquiries and subsequent dispatch of information packs.

## Evaluation and Shortlisting

When all applications have been received they are to be sifted by the Senior Leadership Team and members of the interview panel. It is good practice to include line managers in this process. This is done against the agreed criteria list based on the job description and person specification.

## The Interview

The interview panel will consist of at least two people, at least one of whom will have completed a safer recruitment training.

- All shortlisted applicants have face-to-face interviews
- Questions are to be prepared allowing some flexibility to follow up avenues of questioning
- Applicants are asked specific questions at interview examining attitudes towards children and young people
- Questions relating to sex, race and childcare are to be avoided. Candidates will be asked to produce proof of qualification, identity and where possible evidence of safeguarding checks
- There is effective scrutiny of the information provide by applicants, such as references, gaps in employment or educational history
- Discrepancies and qualifications are checked and followed up
- With regard to overseas staff, the same checks will be made as for all other staff, but should additionally include a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked. DBS disclosures do not detail offences committed abroad.

## CENTRAL RECORD

The central record must indicate whether or not the following have been completed:

- Name, address, date of check, seen by
- Identity checks and seen by
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate;
- Checks of permission to work in the United Kingdom;
- Teachers & Others prohibition check

- List 99 checks;
- DBS Enhanced Disclosure;
- Disqualification by Association;
- Further overseas criminal records checks where appropriate.

Where the Governing Board provides services or activities directly under the supervision or management of schools staff, the school's arrangements for staff appointments will apply. Governors need to be aware that it is their responsibility to ensure that proper records are kept.

### **The Appointment**

- The successful candidate will be notified by telephone and invited for an induction meeting (including Safeguarding Training during the induction period) and meeting of relevant staff.
- All appointments are subject to a satisfactory DBS check, references, probationary period and performance management criteria.
- Applicants' attitudes and behaviour will continue to be monitored or supervised post-appointment.
- Following the appointment, unsuccessful applicants may seek feedback.

All papers and notes from the applicants and interview will be retained together for a minimum of six months after the date of commencement of the successful candidate. This period is that allowed for any candidate to bring a complaint before an employment tribunal. All papers should be sealed and secured with a clear date for destruction labelled on them.

RISK ASSESSMENT - CONSIDERATION OF COMMENCEMENT OF EMPLOYMENT PRIOR TO DBS CLEARANCE

<b>Name of prospective employee:</b>		<b>Name of Head Teacher/Head of Service:</b>	
<b>Proposed Post Title:</b>		<b>Date of Risk Assessment:</b>	
<b>Service/School:</b>			

**RECORD OF FINDINGS** – Should be completed in conjunction with the risk assessment key questions contain within the Policy on Safe Recruitment & Vetting

<u>Reasons for considering commencement of employment prior to receiving clearance:</u>	<u>Consequences, to service delivery of waiting for clearance:</u>	<u>Level of access during “waiting period”:</u>
<u>Supervision arrangements during “waiting period” and any other control measures:</u>	<u>Pre-employment checklist:</u> Has the employee left employment? Y / N Medical clearance received? Y / N Asylum & Immigration check completed? Y / N Qualifications verified? Y / N List 99 check completed (if applicable)? Y / N References? Y / N Satisfied with general background & Employment history checks? Y / N	<u>Previous CRB or DBS clearance</u>  Is a previous disclosure available? Y / N  Has it been seen by you? Y / N  What is its date? _____  (see section on ‘Portability’ within Policy)

**Assessment of Risk following control measures:**

HIGH

MEDIUM

LOW

**Options:**

- 1) This prospective employee will not commence work prior to satisfactory clearances.
- 2) Following risk assessment, I have determined that the above named may commence employment with the identified control measures. I undertake to personally review this situation at intervals of no less than every two weeks.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Review Dates:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

