

St. Ambrose Barlow Catholic Primary School



**Safer Recruitment Policy
March 2016**

St Ambrose Barlow Catholic Primary School understands the need for effective and robust safeguarding procedures and promoting the welfare of children is paramount. We aim to create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might be of risk to children.

The measures described in this policy are applied in relation to everyone who works at the school including those who may not have direct contact with children as a result of their position. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

We aim to comply with Safer Recruitment best practice, some of which is underpinned by legislation including the Protection of Freedoms Act 2012, Equality Act 2010, Keeping Children Safe in Education July 2015, Safeguarding Children and Safer Recruitment in Education (DfES 2007), Safeguarding Vulnerable Groups Act 2006, the Education Act 2002 and Care Standards Act 2000.

Safer Recruitment Training

We comply with the School Staffing Regulations by ensuring every appointment panel, for a school based post, includes a minimum of one member who has been safer recruitment trained.

Elements of Safer Recruitment

We act reasonably in making decisions about the suitability of prospective employees based on checks and evidence in line with Part three: Safer recruitment of Keeping Children Safe in Education July 2015

Our safer recruitment process begins with where the post is advertised, ensuring that the advertisement highlights our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. St Ambrose Barlow Catholic Primary School uses the Wigan LA application form for all non-teaching posts and class teacher posts. We use the CES for all senior staff positions.

Main elements of the process include:

- Identifying the members of the appointment panel and who are safer recruitment trained;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining written information and history for all shortlisted candidates, including internal ones, preferably before interview. In order to address issues of concern with the referee and taken up with the candidate at interview;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;

- verifying that the successful applicant has any academic or vocational qualifications claimed;
- verifying that s/he has the health and physical capacity for the job;
- obtaining a DBS enhanced certificate with Barred list check for all staff working in regulated activity. A DBS enhanced certificate (without Barred list check) will be obtained for roles that are not in regulated activity;
- verifying the right to work in the UK
- further checks on people living or working outside the UK;
- Prohibition from teaching check.

Interviews

The selection process for all staff always includes a face-to-face interview, even if there is only one candidate.

The candidates whose application forms provide information that best meets the criteria of the job description, person specification, experience and qualifications are invited for interview.

At the interview, we will verify the candidates identity by checking original documents such as ID documents (passport, driving licence) and certificates in line with the Identification Checks guidelines issued on the Gov.uk website, to ensure the person is who he or she claims to be.

The successful candidate will be required to complete an application for a DBS certificate. A satisfactory certificate, in line with current child protection legislation, must be obtained before, or as soon as practicable after, the person's appointment.

Conditional offer of Employment – pre-employment checks

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

- The receipt of at least two satisfactory references (three for a SLT post), which will be requested directly from the referee, we will not accept 'to whom it may concern' testimonials. The reference forms include specific questions to verify the suitability of candidates to work with children and to establish whether candidates have had any disciplinary offences relating to children. All references are verified for:
 - Verification of the candidate's identity (if that could not be verified at interview);
 - Disqualification by association declaration for EYFS staff
 - A separate barred list check for individuals who start work in regulated activity before the DBS Certificate is available (school based staff only);
 - Verification of qualifications (if not verified at interview);
 - Verification of professional status where required e.g. Qualified Teacher Status (QTS) (unless properly exempted);
 - Verification of previous employment history and experience, including exploration of any gaps and anomalies;
 - Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999);

Post-Appointment: Induction

There is an induction programme for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction programme includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting the welfare of children e.g. safeguarding and child protection in schools, school handbook/code of conduct, roles and responsibilities of the designated safeguarding lead and required conduct around staff/pupil relationships and communications over social media;
- how and with whom any concerns about those issues should be raised; and
- other relevant personnel procedures.

The Single Central Record (SCR)

We keep a Single Central Record as described in Keeping Children Safe in Education July 2015. The Headteacher's PA is responsible for the day to day up keep of the SCR as directed by the Headteacher. The Single Central Record includes all staff, Inc. supply, and teacher trainees on salaried routes. The information recorded is whether the following checks have been carried out or certificates obtained, and the date on which each check was completed:

- an identity check;
- a barred list check (as relevant for those engaged in regulated activity);
- an enhanced DBS check/certificate
- Prohibition from teaching check;
- Further overseas criminal records checks where appropriate
- a check of professional qualifications;
- a checks to establish the person's right to work in the United Kingdom
- Disqualification by association declaration for EYFS staff

Supply Staff

We obtain written notification from any agency, or third party organisation, that they confirm that they have carried out the required checks. We require the DBS certificate reference number and date for each agency worker in order that this can be recorded on the Single Central Record.

In addition, we seek to verify the identity of each agency worker when they arrive on site and these checks are also recorded.

We are committed to reviewing this policy annually

Mr D McCann
Headteacher
Designated Safeguarding Lead

Chair of Governors

Dated – March 2016