

Safer School Recruitment

Caring now, for the future

Schools need to take all reasonable steps to guard against employing people who might harm children.

Safeguarding children must be a priority for every School and incorporating safeguarding measures in the recruitment process is an essential part of that. (NCSL, 2006)

Aims:

To set out our philosophy of safer recruitment.

To ensure that the recruitment of staff is done equitably and robustly.

To ensure that there is a rigorous process of vetting for appointments.

To ensure that the safety of children is at the heart of all appointments to the school.

Our philosophy

At Seaton Primary School we adopt a culture of collective responsibility. Everybody is concerned with the safety and well being of the children in our care.

We accept that whistle blowing is a part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors, or the LEA Child protection officer.

The Process

Recruitment advertising must contain a safer recruitment statement.

The Job description must be clear.

The person specification must include child protection duties.

Written references must be taken up before interview.

The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices.

Gathering information and carrying out checks on a candidate is followed in every case.

The candidates suitability to work with children is explored at interview.

Appointments will only be confirmed after all checks have been completed satisfactorily.

All new staff will receive induction, training and a mentor.

Inviting applicants

All adverts should carry a statement on the School's policy towards safeguarding children and the requirements for CRB checks. Information packs to candidates should also include the safer recruitment policy.

It will be made clear to candidate that only LEA completed application forms will be accepted (not CV's).

It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.

Any gaps in a candidates application form will be explored, this will include: incomplete forms and gaps in work history.

Candidates must bring with them a completed CRB form to the interview along with three forms of identification (one of which must be a picture I.D.).

Candidates must also bring original documents and certificates to the interview.

Two references must be taken up prior to interview. One must be the current, or more recent, employer.

Any discrepancies in the application will be followed up by phoning the referees.

If concerns continue, then advice will be sought from the LEA.

Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LEA, informing other School's where necessary.

When requesting references the referee will be asked about the candidates suitability for working with children.

During the interview process, open ended questions will be used to explore the candidates suitability for the post. Questions will also be asked about the candidates attitude towards child protection.

Validation of checks

All checks will be confirmed in writing.

These checks will be retained in a personal file and will include: candidate's application form and letter of application, photocopy of complete CRB form, photocopy of three proofs of identification, two references, CRB disclosure and medical check.

A central record sheet will be kept of all school staff, Governors and volunteers that have access to the school.

Staff, volunteers and Governors will be asked to sign a declaration to say they understand this policy.

Monitoring of this policy will include:

Examining staff turnover and the reasons for leaving.

Conducting exit interviews.

Providing new recruits with child protection training.
Providing the Governing body with a report as to the effectiveness of this policy.
A member of the Governing body will be trained in safer recruitment practices and will monitor the effectiveness of this policy along with the Headteacher.

Reviewed March 2009