

# Worplesdon Primary School



## Safe Recruitment & Selection Policy

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This policy should be read in conjunction with the school Safeguarding Policy

## 1. Overview

This policy is needed to ensure that the school appoints the very best people to posts in the school and that safe recruitment practices are rigorously enforced.

## 2. Purpose

To ensure all employed at Worplesdon Primary School are:

- Suitable individuals to work with children and young people.
- The best qualified and experienced to work with children and young people.
- Share the school's ethos, values, ways of working and aspirations for its pupils and the community it serves.
- Meet the requirements of the safeguarding agenda and protect both pupils and employers within the establishment.
- Meet government recommendations for appropriate training especially for safe staff recruitment.
- Ensure all employees understand the requirements within safeguarding and their role.

## 3. Guidelines for Implementation

### 3.1 Identification of the Need for an Appointment

Posts required at the school are identified in the staffing structure. The need for certain posts will be assessed as appropriate e.g. when a member of staff leaves; when the budget is under review.

### 3.2 Advertisements and Post Details

Once the need for an appointment has been identified the school will proceed to advertise internally, locally and nationally as appropriate. Advertisements will carry information about the school and the post. Potential candidates will be able to access specific information online, alternatively on request a pack will be posted to potential candidates.

The information will include:

- A brief letter to include details of how to apply for the post (e.g. what is required in a letter) and the closing date.
- Details of the post
- A job description and person specification
- Information about the school
- An application form
- All literature pertaining to posts will contain this statement of commitment to safeguarding children and young people:  
"This school are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Certificate is required for this post prior to commencement."

Literature that will contain this statement includes:

- Advertisements
- Publicity materials
- Candidate information pack
- Job description and person specification
- Invitation to interview

## 4. Applications and Shortlisting

An appointment team will be established at this stage which will usually consist of:

- The Head Teacher or other senior member of staff.
- The appropriate line manager
- A governor where practical
- Other relevant staff e.g. Teaching Assistants

Applications can be made electronically or as hard copy.

Once the closing date has passed the appointment team will shortlist the candidates and invite them for interview, explaining what they need to do in preparation. This will include bringing appropriate documentation so that a criminal record bureau check can be initiated for the successful candidate.

## 5. Selection procedures

Interviews will normally take place over the course of a day – more if it is for a senior post. The day will normally start with a welcome and introduction by the Head Teacher and – at some stage – a tour of the school with pupils. Candidates also will need the opportunity to find out about the post and the team they will be working with.

A variety of selection procedures will be used, for example:

### 3.3 Critical Incident Interviews

Candidates are asked to talk about particular events or developments in their career. This can be a useful way of analysing a candidate's motives and ways of working.

### 3.4 Teaching a Lesson

This provides very important information especially about how well the candidates plan lessons, how they interact with pupils and how well they teach.

This does need careful planning and pupils need to be told in advance what they are doing and why.

Where it is not practical for a lesson to take place, something as simple as a discussion between the candidate and a group of pupils can provide useful insights.

### 3.5 Formal Interview

The formal interview will take place later in the day and will involve the key members of the appointment team. The final interview panel will receive feedback from each of the various selection activities that have taken place and then proceed to agree questions for the final interview.

Questions and tasks for all these activities need to have been worked out in advance. All candidates must be given the same questions and tasks to do although it is entirely appropriate to ask candidates about issues arising from their initial application and from other selection methods used on the day.

## 6. References

References will be requested from both of the referees nominated by the candidate, one of which should be an up to date employer referee, i.e. current or most recent employer. The school will request a written reference and – in appropriate cases – for the referee to complete simple tick sheet. The school will request information about:

- The candidate's suitability for the post;
- Attendance, health and punctuality;
- Whether the candidate has passed the pay threshold for teachers (where appropriate);
- Whether there are any outstanding disciplinary issues;
- Whether there are any reasons why the candidate should not work with children and young people;
- Whether the referee recommends them for the post – without reservation, with reservation or not at all;
- References will be read before the interview so that any issues arising can be investigated during the interview.

### 7. The Appointment

Taking all the evidence gathered the panel makes its choice. The successful candidate is made a verbal offer of the post. If they accept then they are sent a formal offer which states that their appointment is subject to confirmation, satisfactory references and satisfactory medical and DBS disclosure checks.

The unsuccessful candidates are informed and offered a debrief on their performance.

### 8. Safeguarding Procedures on the Interview Day

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

On the day of interview, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity\*. We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we take a decision that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment on the individual's personnel file. This will include our evaluation of any risks and control measures put in place, and any advice sought.
- We will ask for written information about previous employment history and check that information is not contradictory or incomplete.
- We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

\*Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or
- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

### 9. After the Appointment

The successful candidate is sent a formal offer of the post to which they must respond in writing. A contract will be issued in due course.

An induction programme is compiled by the relevant member of staff which will include ensuring the appointee understands the school safeguarding procedures. See Induction Checklist (Appendix 1)  
Training will be provided where gaps have been identified.

### 10. Existing Staff

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in relevant conduct; or
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009; or
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm); and
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### 11. Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

### 12. Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check. This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought.

### 13. Trainee/Student teachers

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### 14. Volunteers

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for any volunteers not engaging in regulated activity. We will retain a record of this risk assessment
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. Where we decide that an individual falls outside of the scope of these regulations and we do not carry out such checks, we will retain a record of our assessment. This will include our evaluation of any risks and control measures put in place, and any advice sought

### 15. Governors

All governors will have an enhanced DBS check without barred list information.

They will have an enhanced DBS check with barred list information if working in regulated activity.

All governors will also have a section 128 check (as a section 128 direction disqualifies an individual from being a maintained school governor).

### 16. Staff working in alternative provision

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

### 17. Adults who supervise work experience pupils

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether it is necessary for barred list checks to be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is regulated activity.

### 18. Monitoring, Evaluation and Review

The school will evaluate its appointment procedures each year and make appropriate revisions. This will include asking people involved in selection procedures – staff, pupils, governors and candidates – how they can be improved.

### 19. Responsibilities

Who	Responsibility
Head Teacher	Oversight of the policy and its implementation
Governor for appointments	To ensure the correct procedures have been used
Admin Officer	To collect documentation for the DBS check, relevant qualifications and references

The Head Teacher together with sufficient Senior members of staff and governors to have completed Safe Recruitment Training so that every appointment panel includes at least one person with this qualification.

Appendix 1

**GENERIC INDUCTION CHECKLIST FOR NEW STAFF**

<b>Name:</b>		<b>Start Date:</b>
<b>Role:</b>		
<b>Line Manager:</b>		<b>Induction completed:</b>
<b>Role:</b>		

<b>Tasks – What you should have been shown/told about</b>	<b>Tick/date when this has been achieved?</b>
<b>Welcome</b>	
Outline of school, size and history	
School aims and objectives	
School Improvement Plan	
Mission Statement	
Tour of school (inc. location of toilets)	
Introduce to colleagues	
<b>Safeguarding and Safer Recruitment</b>	
Staff behaviour & Code of professional conduct (to include confidentiality)	
Staff Acceptable Use (use of mobile technology)	
Safeguarding & Child Protection Policy	
Procedure for reporting concerns	
Health & Safety Policy –procedures	
Behaviour Policy (including Anti-Bullying)	
Fire drills/lock down procedures	
<b>The job and its responsibilities</b>	
The job and its responsibilities	
Relevant procedures/work instructions	
Staff development and its objectives	
School policy on CPD, performance management and career opportunities	
<b>Documentation</b>	
Collection of new employee's records from previous employer	



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Confirm employee's full name, address, telephone number, date of birth, next of kin and location during working hours	
Postal/email arrangements	
<b>Salary</b>	
Explanation for methods and frequency of payment	
Confirm employee's bank account details	
Explanation of salary reviews/ Explanation of salary slips	
<b>ICT access</b>	
Photocopier, email username and passwords	
Access to school network	
<b>Additional information</b>	
Allocation of Mentor	
Location of medical room and first aid procedures	
Duties/rotas	
Staff meetings & briefings	
Absence reporting procedures	
Ordering stock/Refund of purchase	
Behaviour Incident forms	
Accident/Incident forms	
School newsletter	
Access to all school policies	
Ordering of lunch (chargeable)	
Overtime claims	
Assemblies	
Union representation	

<b>All the above points have been explained/issued to me:</b>		
Signed (employee):		Date:
Signed:	Role:	Date: