



APPLETON CE (A) PRIMARY SCHOOL

SAFER RECRUITMENT & SELECTION POLICY

The Governors of Appleton CE (A) Primary School recognise the tremendous importance associated with employing all levels of staff to work in our school. It is the staff rather than any policy or documentation that enables the aims and visions of the school to be realised. The effectiveness and efficiency of any school is intrinsically linked to the quality of staff employed.

Introduction

This policy has been developed to embed safer recruitment practices and procedures throughout Appleton School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in "Keeping Children Safe in Education (April 2014)".

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school's Whistle Blowing Policy with which all staff are expected to be familiar with. All successful candidates will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people

Appleton CE School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

Roles and Responsibilities

The Governing Body of the school will:

- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements
- Monitor the school's compliance with them
- Ensure that appropriate staff and governors have completed safer recruitment training (and repeat this every 5 years)

The Head Teacher will:

Approved by The Governing Body 26.11.14

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up dated to reflect any changes to legislation and statutory guidance
- ensure that all appropriate checks have been carried out on staff and volunteers in the school
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

Inviting Applications

All advertisements for posts of regulated activity, paid or unpaid, will include the following statement; **Appleton School** is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosure and Barring Service Enhanced check".

All applicants will receive a pack containing the following when applying for a post:

- a statement of the school's commitment to ensuring the safety and well-being of the pupils
- job description and person specification
- the school's Safeguarding Policy
- the school's Safer Recruitment Policy
- the selection procedure for the post
- an application form
- copy of the School's Code of Conduct

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not been passed. Candidates submitting an application form completed on line will be asked to sign the form if called for interview. A curriculum vitae will not be accepted in place of a completed application form.

Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

Shortlisting and References

Candidates will be short listed against the person specification for the post.

Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure. References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.

Where necessary, previous employers who have not been named as referees maybe contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.

Referees will be asked specific questions about the following:

- the candidate's suitability to work with children and young people
- any substantiated allegations
- any disciplinary warnings, including time expired warnings, relating to the Safeguarding of children and young people
- the candidate's suitability for the post

References requested will include the following:

- applicants current post and salary
- sickness record
- attendance record
- disciplinary record

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All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

Invitation to Interview

Candidates called to interview will receive:

- a letter or email confirming the interview and any other selection techniques
- details of the interview day including details of the panel members
- further copy of the person specification
- details of any tasks to be undertaken as part of the interview process
- the opportunity to discuss the process prior to the interview
- be asked to provide proof of identity

The Selection Process

Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of short listed candidates. Interview will always be face to face and may include additional interview techniques such as observation or exercises.

Candidates will be required to:

- explain any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to the panel
- declare any information that is likely to appear on the DBS disclosure
- demonstrate their ability to safeguard and protect the welfare of children and young people

Employment Checks

An offer of appointment will be conditional and all successful candidates will be required to:

- provide proof of identity
- complete an enhanced DBS application and receive satisfactory clearance
- provide proof of professional status
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- provide proof of eligibility to live and work in the UK
- overseas police checks for any individual who within the last five years has lived or worked outside the United Kingdom

All checks will be:

- confirmed in writing
- documented and retained on the personnel file
- recorded on the school's Single Central Record
- followed up if they are unsatisfactory or if there are any discrepancies in the information received. Employment will commence subject to all checks and procedures being satisfactorily completed.

Induction

All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

All successful candidates will undergo a period of induction and will:

- meet regularly with their induction tutor
- meet regularly with their line manager
- attend any appropriate training including generalist children protection training

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Supply Staff

Appleton CE School will only use those agencies which operate a Safer Recruitment Policy and supply within written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training. **Appleton CE School** will carry out identity checks when the individual arrives at school.

Peripatetic Staff

Appleton CE School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

MAINTAINING THE CHRISTIAN ETHOS OF THE SCHOOL

It is important that the employment of any staff is conducive to the special Christian nature of our school. The Governing Body has clear vision of building a school on Christian foundations, and invite applications from teachers who will enthusiastically give of their best to help us make that vision a reality.

Careful consideration should be given to the aims and mission statement of the school when both advertising and recruiting new members of staff.

Appointments of Head Teachers

It is important that a prospective Head Teacher and Deputy Head Teacher is a Christian who seeks to reflect their faith and values in everything they do. It is essential that they have a clear understanding of, and enthusiastic support for, the values and role of a Christian school. It is important that they are committed to developing the existing close links with local churches and in particular our local churches. As a Church of England school we are open to consider applications from Christians of other traditions.

Appointments of Teaching Staff

It is important that teaching staff appointed, are committed to supporting the positive Christian ethos of the school. It is desirable that they have a commitment to the Christian faith and values, and actively seek to reflect the school's values in everything they do.

Appointment of support staff and other employees

For the appointment of support staff and other employees it is essential that they support the positive Christian ethos of the school.

Selection Responsibilities

The responsibility for employing both non-teaching staff and teaching staff, below Deputy Head Teacher level, has been delegated to the Staffing Committee. This is identified in the Staffing Committee remit.

For the appointment of a Head Teacher or Deputy Head Teacher the full Governing Body should nominate a recruitment and selection committee to undertake the selection process.

Declaration of Interest

Governors must declare any direct personal interest in a post at the earliest possible opportunity of the recruitment process. This normally disqualifies them from any further involvement in the process. Governors who have a personal association with any candidate must declare this an interest, although this does not necessarily disqualify them from the process, but is at the discretion of the panel as a whole.

Post	Invited Personnel	Minimum No	Maximum No
Head Teacher	LA advisor DBE advisor	6	10
Deputy Head Teacher	DBE advisor	5	8
Class Teacher		3	5

Support Staff		3	4
Other Employees		3	4

The nature of interview questions should address the different elements of the job description. The same questions should be asked of each candidate. A matrix should be used to record the candidates' answers for later discussion. Interviewers asking questions should not record interviewees' answers, other panel members should complete this. At least one agreed question should refer to child protection. Candidates should be asked if they have any questions, are willing to accept the post if offered, and if they have had a fair interview.

Interview Process

Consideration should be given to making the interview as friendly and informal as possible. A waiting room for candidates should be provided. The procedure for information both successful and unsuccessful candidates should be agreed in advance – as should the length of interview and consultation period. A timetable for the interviews should be provided for all participants. Details of contact numbers should be checked, as well as proof of qualifications. All appointments are subject to a successful CRB clearance.

Post Interview

Designated Governors should inform successful and unsuccessful candidates. The Chair of Governors should complete the necessary monitoring forms and the Administrator should inform Payroll and Human Resources of appointment.

The successful candidate should be offered the post in writing and other candidates should be informed of the outcome by telephone and informed of the opportunity for feedback from a selected panel member.

Agreed by all the Governors of Appleton CE (A) Primary School

Date:

Review Date: