



# Charlton King Infants' School

## Safer recruitment Policy

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<b>Status</b>	Statutory	<b>Review Cycle</b>	Annual
<b>Last Review</b>	14.11.19	<b>Next Review Date</b>	September 2020

Designation	Name	Date	Signature
Chair of Governors	Henning Schmidt		
Head Teacher	Katie James		

## Introduction

Charlton Kings Infant School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We recognise that it is essential for us to incorporate into our recruitment and selection procedures, measures that help deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. Making safeguarding and promotion of the welfare of children an integral part of our human resources (HR) management is an essential part of creating a safe school.

We aspire to have a safe, supportive school culture that is characterised by:

- **Setting behavioural boundaries** for pupils and staff ~ *see the schools' Behaviour and Anti-Bullying policy.*
- **Listening and investigating** when inappropriate behaviour is reported ~ *see the school's Complaints and Safeguarding and Child Protection policies.*
- **Adopting a stringent approach** to the safer recruitment of staff required by the appropriate national legislation ~ *as contained in this policy*
- **Providing a high standard of experience** for students in teaching and learning.
- **Offering high quality student support.**

## Statutory Framework

This policy has consideration for, and is compliant with, the following legislation and statutory guidance:

### Legislation

- The Children Act 1989
- The Children Act 2004
- The Education Act 2002
- The Education (Health Standards) (England) Regulations 2005
- The Safeguarding Vulnerable Groups Act 2006
- School Staffing (England) Regulations 2009 (As amended)
- The Equality Act 2010
- The Protection of Freedoms Act 2012
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- The Children and Families Act 2014
- The Sexual Offences Act 2003
- The Education (Pupil Registration) (England) Regulations 2006 (as amended)

### Statutory guidance

- DfE (2015) 'What to do if you're worried a child is being abused'
- DfE (2015) 'Information sharing'
- DfE (2015) 'The Prevent duty'
- DfE (2016) 'Disqualification under the Childcare Act 2006'
- DfE (2019) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'

## The role of the Governors

Governors seek to fulfil their legal obligations to safeguard children and young people by adopting a safer recruitment process that:

- Is robust in protecting both children and young people and those adults working with them (including governors, teachers, support staff, volunteers and those involved in extended schools and community initiatives).

- Acts reasonably when making decisions about the suitability of the prospective employee based on checks and evidence including DBS checks, barred list checks and prohibition checks (if relevant) together with references and interview information. The level of check required, and whether a prohibition check is required, will depend on the role and duties of an applicant. NB: Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16-19 academies, relevant youth accommodation and children’s homes in England
- Ensures clarity for all those applying for posts within the school so that the school can recruit the best available people to complement and enhance teaching, learning and school support services.
- Deters unsuitable individuals from applying.
- Recognises that applicants of both sexes and of all racial groups have a right to equal opportunity in employment. The Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1995, as each amended, make it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief.

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school’s human resource requirements and to deliver the School Improvement Plan.

At least one governor (as well as the Head teacher) will be required to undertake recruitment selection training including Safe Recruitment training.

The procedure for the appointment of the Head teacher differs from that of other staff in that a governor’s committee will be formed to oversee the process of the head teacher appointment.

## Applications and short listing

	Before we release the post
Step 1	Ensure that we have an up to date recruitment and selection policy that describes the process and roles before we begin.
Step 2	Ensure that we have a safeguarding policy and that a statement about the school’s commitment to safeguarding is included in all recruitment and selection materials.
Step 3	Ensure that we have an up to date job description and person specification for the role(s) we wish to recruit to, that have been agreed with the recruiting manager.
Step 4	Ensure that we have an appropriate advertisement prepared that contains all the necessary information about the role, timetable for recruitment and our commitment to safeguarding.
Step 5	Ensure that we have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form.
	Before we interview
Step 6	Ensure that each application received is scrutinised in a systematic way by the short listing panel in order to agree our shortlist before sending invitations to interview.
Step 7	Ensure references are obtained on shortlisted candidates prior to interview where possible. References will be scrutinised prior to interview.  NB: It is essential that wherever possible references, or confirmation that there is no information or reason that might cast doubt on a person’s suitability to work with children known to the referees, is available before interview. It can then be taken into account and, if necessary, issues explored further before or at the interview. This must be explained in the information sent to applicants and on the application form. Very careful consideration will need to be given to any request by an applicant to

	<p>delay seeking references until it is known whether he or she is to be offered the post. Such a request should only be agreed in exceptional circumstances.</p> <p>NB: We must check that any references received electronically via email are from a legitimate source (ie work/role email)</p>
Step 8	Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all the necessary information.
	Before we select our preferred candidate
Step 9	<p>Ensure that face to face interviews, and other appropriate assessment activities, are conducted for ALL shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.</p> <p>Request applicants complete a criminal record self- disclosure as part of the interview process.</p>
Step 10	Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.
Step 11	If the application was sent via email, ensure the candidate signs the application paperwork as proof of identity (alongside additional proof of identification requested during interview)
	Before we formally appoint
Step 11	Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.
Step 12	Ensure that our preferred candidate is informed that the offer of employment (including volunteer positions) is conditional on receiving satisfactory information from all necessary checks eg DBS check.

## Induction into the Post

All newly appointed staff will, either prior to or at the point of taking up the post:

- Undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.
- Ensure that they read and sign to say that they have read and understand:
  - The school's Safeguarding and Child Protection policy and procedures
  - The school's Behaviour policy
  - Staff Behaviour policy (Code of Conduct)
  - The safeguarding response to children who go missing from education (see GCC guidance 'Children Missing Education & Missing Pupils
  - The role of the DSL (including identity) of the DSL and DDSLs
  - Part 1 of 'Keeping children safe in Education 2019 (signing to say that they have read and demonstrating that they understand the contents).
  - Part 5 of 'Keeping children safe in Education 2019 (recommended by GSCB)
  - The school's Safeguarding quick reference guide
- Complete on-line safeguarding training within 7 days of commencing employment.
- Read our Induction Policy and sign to say that they have read it.

**To ensure that its young people are safeguarded and protected, ALL posts in the school are subjected to ENHANCED checks as well as identity and qualification validation.**