



Haresfield C of E Primary School

Trusting in God, together we live, learn and grow.

SAFER RECRUITMENT POLICY

Our School Aims

At Haresfield Church of England Primary School we want everyone to know that they are unique, special and worthy in the sight of God and to "Aim High". To be the very best that they can be.

We strive to achieve this through our Christian values rooted curriculum. By working together to learn what God wants for each of us, we offer an ambitious, creative curriculum in which we help each child to flourish and grow. We endeavour to provide the children in our care with a passion for learning and to appreciate the wonder of our world. When they leave our school our aim is to ensure they have the key skills ready to cope with life at whatever level they are. The school is supported by an effective partnership with parents and the community.

Safeguarding children starts during the recruitment process. Following safer recruitment practice helps to ensure the School is protecting children from adults who are unsuitable to work with them. This practice includes:

- Advertisements – adverts should include reference to your work place commitment to safeguarding and Disclosure and Barring service (DBS) checks.
- Interviewing – Practice Safer Recruitment techniques (www.ncsl.org.uk)
- References – always follow up; don't accept photocopies or undated references.
- DBS checks – all staff who start a new job or change roles, working with children should have a DBS check.
- Vetting and Barring – the Independent Safeguarding Authority (ISA) came into force in October 2009. The ISA will oversee an on-line checking system for people working with children. In many cases it will be illegal to work with children without being registered with the ISA. (www.isa-gov.org.uk)
- Child Protection Policy – robust CP policy, which should be reviewed annually. All staff should know what to do if they have a concern and be familiar with the South West Child Protection Procedures.

Safer Recruitment and Selection in Education Settings

This section is based on DCSF guidance, which came into force on 1 January 2007 entitled '*Safeguarding Children and Safer Recruitment in Education*'. A full version of this guidance can be obtained via the following link www.teachernet.gov.uk/childprotection/

The purpose of this guidance is to promote safer practice in the recruitment of people to work in an Education setting, including volunteers and contractors, and I strongly recommend you read the guidance in conjunction with this Section.

Aims:

The aims of the policy are:

- To ensure that recruitment processes are robust, fit for purpose and can stand up to scrutiny;
- To safeguard children and young people in the school;
- To support the appointment of the best candidate for each position in order to undertake a specific role and make a contribution to the life of the school;
- To ensure compliance with relevant legislation including the Equality Act 2010, Data Protection Act 1998 and UK Immigration legislation;
- To meet the school's operational requirements and strategic aims.



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Haresfield C of E Primary School should use the recruitment and selection process to:

- promote the school's Christian values;
- attract and retain a high calibre of staff;
- ensure the highest quality of teaching and support for all students;
- promote the most favourable image of the school.

Consideration of the make-up of the panel will take into account the nature and seniority of the position being filled. For the appointment of Head teacher, the Local Authority and the Governing Body will be involved in the recruitment and selection process. For all other senior posts, the Governing Body and head teacher will be involved in the recruitment and selection process. For all other appointments the Governing Body may delegate the process to the Head Teacher.

The Chair of the selection panel for any appointment will ensure that the process is transparent and equitable. He/she will also be responsible for managing the interview; conveying verbal offers to preferred candidate; gathering the evidence as a record of all stages of the recruitment process, including the reasons for selecting/rejecting each candidate.

Requirement of staff involved in the recruitment process

Everyone involved in the recruitment process, and in particular Chairs of selection panels, should ensure that they are aware of their responsibilities under the relevant employment legislation. **At least one person on the selection panel must have undertaken and passed the relevant safeguarding training for safer recruitment.**

If anyone involved in the recruitment process has a close personal or familial relationship with an applicant they must declare this as soon as they are aware of the individuals' application. It would normally be necessary for the member of staff to avoid any involvement in the recruitment and selection process.

Documentation relating to applicants will be treated with the utmost confidentiality and in accordance to the requirements of the Data Protection Act. Candidates have the right to feedback and, if they wish, to access any documentation held on them in accordance with the DPA.

The details given below represent a summary of the critical elements of this guidance which the school actively seeks to implement and adhere to in order to strengthen your recruitment and selection processes.

Critical actions:

1. When advertising a vacancy, the advertisement should include a statement about the employer's commitment to safeguarding and promoting the welfare of children, and reference to the need, where appropriate, for the successful applicant to undertake a criminal record check via the CRB.

Please note that local composite advertisements, placed through the County Council's advertising service and related on line versions, will automatically include this statement as part of the heading and will not need to be repeated in individual advertisements, unless the school so wishes.

2. Ensure the job description makes specific reference to the responsibility of safeguarding and promoting the welfare of children.
3. Ensure that the person specification includes specific reference to suitability to work with children as an essential requirement of the job.



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4. Endeavour to be consistent and thorough in obtaining, and scrutinizing comprehensive information from the applicants and taking up and satisfactorily resolving any discrepancies or anomalies about applicants.

Obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns.

5. Employers should use an application form to obtain a common set of core data from all applicants. It is not good practice to accept a curriculum vitae drawn up by applicants in place of an application form because this will only contain the information the applicant wishes to present and may omit relevant details. The use of letters and CV's prevents schools from making statements regarding the job and person requirements and will not require the candidate to make formal declarations regarding their background now regarded as essential to safe recruitment.
6. The application should include an explanation that the post is exempt from the Rehabilitation of Offenders Act 1974 and should require a signed statement that the person is not on List 99, disqualified from work with children, or subject to sanctions imposed by a regulatory body.
7. Recruitment panels should seek references on all short listed candidates, including internal ones. References should be sought and obtained directly from the referee who should not be a friend or relative, but someone who has had a working relationship with the candidate. Employers should not rely on references or testimonials provided by the candidate, or on open references or testimonials i.e. "To whom it may concern". Requests for references should seek verifiable information and not subjective information. The use of reference pro-formas can assist with this.
8. References should be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview. In exceptional circumstances it might not be possible to obtain reference prior to interview either because of delay on the part of the referee or because the candidate strongly objects to their current employer being approached at that stage, but that should be the aim in all cases.
9. If the applicant is currently working with children, on either a paid or voluntary basis, his/her current employer with children must be asked about disciplinary offences relating to children, including any in which the penalty is 'time expired', whether the applicant has been the subject of any child protections concerns, or have had allegations or concerns raised about them that relate to the safety and welfare of children and if so, how these were investigated and resolved including the outcome of any enquiry or disciplinary procedure. If the applicant is not currently working with children but has done so in the past, that previous employer must be asked about those issues.
10. Candidates should be made aware that the recruitment panel will be seeking this information from previous employers
11. At the interview explore the applicants' suitability for work with children as well as for the post.

Job Information Pack

A job information pack should be produced for all vacancies prior to advertising the vacancy. The pack should include:

- Application form
- Equal Opportunities Monitoring form



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- Job description
- Person specification
- Background information on the Academy
- Contextual information, where appropriate (e.g. staffing structure)

The guidance is aimed at strengthening safeguards for children by helping prevent abuse by identifying those with a history and by acting as a deterrent to those seeking improper access through employment. It is important that every effort is made to comply with this guidance and that recruitment processes are used as a means of actively safeguarding children as well as for identifying the strongest candidate for the job.

IMPORTANT NOTE

The DCSF guidance on which this advice is based is supported by on-line training for Head teachers and school governors organised by the National College for School Leadership. Full details of the training can be found at www.ncsl.org.uk/saferrecruitment.

From September 2009 it is mandatory for one person on each recruitment and selection interview panel to be accredited in Safer Recruitment by the National College of School Leadership (NCSL).

It should be noted that in future OSTED evaluations will include an assessment of whether an establishment operates recruitment and selection procedures that meet the recommendations in the guidance. It should also be noted that schools must now keep and maintain a single central record of recruitment and vetting checks of all staff who are employed to work at the school and all staff who are employed as supply staff, whether employed directly by the school or Local Authority or via an agency. This also covers volunteers and governors. The central record should include: Evidence and checked identification i.e. Name, address, date of birth. Evidenced and checked qualifications, date and evidence of a List 99/CRB check and any checks made overseas. Confirmation of a member of staff's right to work in the UK should also be included.

Other Policies linked to this policy

A full set of policies is available in Mrs Bacon's office and in the staffroom.

Child Protection Policy
Anti-Bullying Policy
Racial Equality and cultural Diversity Policy
Confidentiality
Behaviour Policy
E- Safety Policy

Written Autumn 2025 Next review Autumn 2026

Approved by Governors Autumn 2025