

SAFE RECRUITMENT POLICY

PERSON RESPONSIBLE - Sally Martin, Head Teacher

Policy Statement

The Governors at Crophorne with Charlton CE First School are committed to safeguarding the welfare of children and this policy has been drafted in accordance with the "Safeguarding Children and Safer Recruitment in Education" guidance issued by the DfES in January 2007. Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children and providing a safe and secure school environment. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

Roles and Responsibilities

The headteacher is responsible for the internal organisation, management and control of the school. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed as stated in our induction pack.

The Headteacher should ensure that at least one person in the school has completed safer recruitment training either via the NCSL online training website or by attending "Safer Recruitment" workshops organized by the Local Authority. This person should sit on all staff recruitment panels.

Equal Opportunities

This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status or number of hours worked.

Safeguarding Statement

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this

commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.

The Recruitment Process

The main elements of the process are:

- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Advertising
- Using application forms to obtain and scrutinise comprehensive information about applicants
- Ensuring references are obtained that help assess applicants suitability for the post through specific focused questions
- Conducting face to face interviews that ask appropriately robust questions
- Verification of applicants identity
- Verification of qualifications and skills.
- Verification of an applicant's previous employment history and experience.
- Completion of mandatory employment checks, such as List 99 and Enhanced Criminal Records check via the Criminal Records Bureau
- Verification that the applicant has the health and capacity for the job.
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice
- Performance Management

Central Record of Pre Employment Checks

In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.

The record will contain details of checks on the following people:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach, or artist.

The record of checks will be kept up to date and be readily available for Ofsted and HM Inspections.

For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will

request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the CRB Disclosure. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a CRB Disclosure will be treated as confidential. The central record will indicate whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate;
- Checks of permission to work in the United Kingdom;
- List 99 checks;
- CRB Enhanced Disclosure;
- Further overseas criminal records checks where appropriate.

Where the governing body provides services or activities directly under the supervision or management of schools staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DfES

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit (List 99) at the DfES.

This policy was approved by the Governing Body on 3 rd March 2010

Review date - March 2011

Governor responsible: Sue Brown
