

# Clipston Endowed VC Primary School

## Safer Recruitment Policy



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Adopted by Governing Body: November 2021

Proposed Review: Autumn 2022

Signed .....

**Mrs Helen Bellamy: Chair of Governors**

## SAFER RECRUITMENT POLICY

### AIMS OF CLIPSTON SCHOOL

Clipston Endowed Voluntary Controlled Primary School aims to provide every child with high quality teaching and learning. It is the school's philosophy to give our pupils a measure of independence, a high level of self-confidence, a deep sense of self-worth, and an understanding and deeper appreciation of our Christian heritage. To achieve this, we aim to:

- a) Enable all children to achieve their full potential, both academically, socially, personally, and morally in order that children expect the best of themselves.
- b) Promote spiritual development and the ability to grow and flourish as human beings.
- c) Support children in building relationships which reflect Christian values.
- d) Deliver a broad, relevant and challenging education which is of a high standard and appropriate to an individual child's needs.
- e) Promote high standards of behaviour based on mutual trust and respect, developing responsibility and fostering self-discipline.
- f) Promote good citizenship, thus enabling individuals to make valuable contributions to wider society.
- g) Ensure equal opportunities for all.
- h) Provide a welcoming and stimulating learning environment in which everyone feels safe, happy and secure.
- i) Develop a sense of pride in belonging to Clipston Endowed VC Primary School.

To achieve these aims staff and governors will work in partnership with parents, carers and the local community for the benefit of all our pupils.

Schools need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children must be a priority for every School and incorporating safeguarding measures in the recruitment process in an essential part of that.

#### **Aims of this policy:**

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to the school

## **Our Philosophy:**

At Clipston Primary School, we adopt a culture of collective responsibility. Everybody is concerned with the safety and well-being of the children in our care. We accept that whistle blowing is a part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns, this must be reported to the Head teacher or Chair of Governors.

## **The Recruitment Process:**

- Recruitment literature must contain a safer recruitment statement.
- The job description must be clear.
- Written references must be requested before interview.
- The interview process must be conducted by at least two members of staff, at least one of whom has been trained in safer recruitment practices. The only exception to this in the current Covid-19 Pandemic, is if this makes the recruitment process impractical, in which case a second staff member must be involved in the shortlisting and post interview selection process via a professional discussion e.g.by phone.
- Gathering information and carrying out checks on a candidate must be followed in every case.
- The candidate's suitability to work with children is explored at interview.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction training.

## **The Application Process:**

- All recruitment packs should carry a statement on the school's policy towards safeguarding children and the requirements for enhanced Disclosure and Barring Checks.
- Questions about safeguarding children will be asked as part of the interview process
- Any gaps in a candidate's application form will be explored; this will include: incomplete forms and gaps in work history.
- Whilst school is no longer required to establish whether a member of staff is disqualified by association from working with children; staff are expected to inform the DSL where their relationships and associations (both within and outside of the workplace, including online) may have implications for the safeguarding of children in the school. Staff should also inform school if their circumstances change.
- Candidates invited to interview must bring with them three forms of identification (one of which must be photo I.D.).
- Candidates must also bring original documents and certificates to the interview, if requested.

- Two references must be taken up prior to confirmation of the appointment. One should be the current, or most recent, employer.
- Any discrepancies in the application will be followed up by phoning the referees.
- Providing false information may result in: the application being rejected, summary dismissal if the applicant has been selected, and referral to the teacher's misconduct team or police, taking advice from the school's HR Team.
- When requesting references, the referee will be asked about the candidate's suitability for working with children.
- During the interview process, open-ended questions will be used to explore the candidate's suitability for the post.

**Validation of checks:**

- All checks will be confirmed in writing.
- These checks will be retained in a personal file and will include: candidate's application form and letter of application, photocopy of three proofs of identification, two references, DBS disclosure number and medical checks.
- A central record sheet will be kept of all school staff, Governors, other volunteers and visiting professionals that have access to the school.

**Monitoring of this policy will include:**

- A member of the Governing body will be trained in safer recruitment practices.
- The Safeguarding governor will monitor the effectiveness of this policy along with the DSL.