

Clipston Endowed VC Primary School

Safer Recruitment Policy



Be Kind ~ Be Your Best ~ Be Happy

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Adopted by Governing Body: November 2022

Proposed Review: Autumn 2023

Signed
Mrs Helen Bellamy: Chair of Governors

SAFER RECRUITMENT POLICY

Clipston Primary School's Vision, Mission, Ethos and Aims

Our Vision

Every Child Matters To God

Our Mission

Be Kind ~ Be Your Best ~ Be Happy

Ethos

Recognising its historic foundation, Clipston Primary School seeks to serve its community by providing a rounded, connected and coherent education of the highest quality.

We endeavour to preserve and develop our distinct religious character in accordance with the principles of the Church of England.

The school lives out its Christian virtues – Thankfulness, Kindness, Justice, Love, Forgiveness, Responsibility and Courage – and all those essential human values, which are common to good, kind and tolerant people of all faiths and none, through the experiences it offers to all its pupils.

Aims

The school's aim, through its Christian ethos, is the creation of a safe, happy learning environment, which supports all children on their journey towards becoming:

- Successful engaged learners, who enjoy learning, who are knowledgeable and skilled, and who make progress and achieve their best;
- Confident, articulate individuals who can lead safe, healthy and fulfilling lives in the communities in which they live now and in the future;
- Responsible, happy citizens of the world who have the capacity to make positive contributions to society.

“Do to others as you would have them do unto you” Luke 6:31

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 Designated Safeguarding Lead (Emma Mercer) or Deputy Designated Safeguarding Leads (Steph Glascodine and Charlotte Traviss).

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 or one member of staff and a governor, at least one of whom has been trained in safer recruitment practice.
- 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.
- A minimum of two references must be taken up prior to confirmation of the appointment. One should ideally 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 single central record 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.