

# Safer Recruitment Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special'. As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, "Love your neighbour as yourself." Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

<b>Approved by:</b>	<b>Safeguarding Team</b>	<b>Date: 10/11/22</b>
<b>Last reviewed on:</b>	<b>November 2023</b>	
<b>Next review due by:</b>	<b>November 2024</b>	

# St Andrew's CE Primary School

## Safer Recruitment Policy

### Features of St Andrew's School that promote safer recruitment and employment

- An open culture with no secrets
- A belief that 'it could happen here'
- Clear procedures for reporting concerns about the behaviour of staff and volunteers towards children
- Support for children and adults who raise concerns, and a firm commitment to take action about any concerns raised
- A code of conduct that makes clear what is acceptable and unacceptable behaviour
- Policies and procedures that are actually used, with people being held accountable for following them
- Good, ongoing training
- The careful selection of staff, followed by rigorous induction procedures and the active use of probationary periods
- An absolute commitment from all who work in the school to safeguard and protect children

### Introduction

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. The school is committed to safeguarding and promoting the welfare of children. We expect all staff and volunteers to share this commitment. We recognise that this can only be achieved through sound procedures, good inter-agency co-operation, and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in, the roles they undertake.

This recruitment policy has been developed in order to embed safer recruitment practices and procedures throughout the school. In doing this our aim is to create a culture which guarantees the safety and well-being of children in our care. This policy complies with guidance outlined in *Keeping Children Safe in Education* (Sept 2023) and it reinforces the expected conduct outlined in our Staff Code of Conduct, our Child Protection and Safeguarding Policy and our Whistleblowing Policy. All successful candidates for paid or volunteer employment will be made aware of these documents and are expected to be familiar with them.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community. It aims to ensure safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates and volunteers to work in our school;
- deterring unsuitable candidates and volunteers; and
- identifying and rejecting those candidates and volunteers who are unsuitable for work with children and young children.

This school recognises the value of a diverse workforce made up of people from different backgrounds and is committed to ensuring that the recruitment and selection of all employees is conducted in a manner that is systematic, efficient and which promotes equality of opportunity. The school will not discriminate against applicants on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

All staff recruitment follows government guidance on safer recruitment best practice in education settings. In applying safer recruitment best practice principles and sound employment practice in general we will deny

opportunities for inappropriate recruitment or advancement. We will be alert to the possibility that people may seek to gain positions within our school in order to unduly influence our school's character and ethos.

All posts within school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent. All successful applicants will be subject to an Enhanced Disclosure Barring Service check.

St Andrew's School is committed to using procedures that deal effectively with those adults who fail to comply with the school's safeguarding and child protection procedures and practices. In this we follow Oxfordshire County Council recommended practices.

### **General principles**

The school will:

1. ensure that recruitment selection panels include at least one person who has completed our own safer recruitment training;
2. ensure that robust recruitment procedures and checks are in place so that reasonable care is taken not to appoint people who are unsuitable to work with children, or who are disqualified from working with children, or who do not have the suitable skills and experience for the intended role;
3. maintain a single central record of recruitment and vetting checks;
4. ensure that any contract with a contractor or agency will require those contractors and agencies to adopt and implement the measures described in this procedure;
5. require any staff convicted or cautioned for any offence during their employment with the school to notify the school, in writing, of the offence and the penalty.

The following pre-employment checks will be undertaken.

1. Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
2. Verification of the candidate's identity using photographic identification documentation
3. A satisfactory DBS check
4. A Children's Barred List check (if DBS check not in place before employment commences; see below)
5. Verification of the candidate's medical suitability
6. Verification of the candidate's qualifications
7. Right to work in the UK check
8. For teachers – verification of the candidate's professional registration (as required by law) if being appointed to a teaching post.
9. For teachers – verification of successful completion of an induction period (for all those who obtained QTS after 7 May 1999)
10. For teachers – prohibition from teaching checks
11. Online checks.

### **Roles and responsibilities within the recruitment process**

It is the role of the *Governing Body* to:

- ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers;
- monitor the school's compliance with the above;
- ensure that appropriate staff and governors have completed appropriate safer recruitment training.

It is the responsibility of the *Headteacher* to:

- ensure the school operates a safe recruitment process;
- make sure all appropriate checks are carried out on all staff and volunteers who work at the school;
- monitor contractors' and agencies' compliance with this document;
- promote the welfare of children and young people at every stage of the procedure.

It is the responsibility of *potential and existing staff* to:

- comply with this document.

It is the responsibility of all *contractors and agencies* to:

- comply with safe recruitment pre-employment checks.

The Governing Body has delegated responsibility to the Headteacher to lead in all appointments outside the leadership group. School governors may be involved in staff appointments but the final decision will rest with the Headteacher.

### **The procedure**

#### ***Advertising***

The school will advertise all vacant posts to encourage as wide a field of candidates as possible. All advertisements will include the sentence: 'St Andrew's CE Primary School is committed to safeguarding and promoting the welfare of children and expects all staff, governors and volunteers to share this commitment.'

#### ***Applications***

The school will use a standard Oxfordshire CC application form available here:

<http://www.oxfordshire.gov.uk/cms/content/teaching-and-school-support-vacancies>.

Prospective applicants must complete and return a signed application form. CVs will not be accepted. The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Applicants should be made aware that providing false information is an offence and could result in summary dismissal if the applicant has been selected. There is a possibility of referral to the police or professional regulatory bodies if this happens.

#### ***Recruitment panel***

At least one member of the recruitment panel will have successfully completed appropriate training in safer recruitment.

#### ***Shortlisting***

Candidates will be shortlisted against the person specification for the post.

#### ***References***

Two references, one of which must be from the applicant's current or most recent employer, will be taken up before the selection stage. The only exception will be where candidates have indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and before the post is offered. The successful candidate, in this instance, will be informed that we would like to take their application further and a formal job offer will be made at the

point of satisfactory references being received. Whenever possible, two references will be sought before the interviews take place.

The selection panel may decide to contact previous employers who have not been named as referees. Detailed written records will be kept of any such exchanges.

References must be in writing and specific to the job for which the candidate has applied. The school will not accept references from relatives or people writing solely in the capacity of a friend. Reference requests will specifically ask about the referee's relationship with the candidate, whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns.

The school will take all reasonable steps to ensure that the reference obtained has come from the stated referee (ie by telephoning the referee to ask if they have provided a reference, etc).

Referees will also be asked to confirm details of:

1. the applicant's current post, salary and reliability;
2. performance history and conduct;
3. any disciplinary procedures in which the sanction is current;
4. any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of these;
5. any allegations or concerns that have been raised relating to the safety and welfare of children or behaviour towards children and the outcomes of these.

References will be compared with the application form to ensure the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.

Information about past disciplinary action/allegations will be considered on a case-by-case basis. Where an issue was satisfactorily resolved some time ago, or an allegation determined to be unfounded or did not require formal sanctions, and where no further issues have arisen, there is likely to be no cause for concern. Serious, recent or repeated issues or allegations should cause concern and will require further investigation.

### ***Self-declaration of convictions by applicants***

The school requires shortlisted candidates to declare all criminal convictions whether spent or unspent, and to include any cautions and pending prosecutions. Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked Strictly Private and Confidential, addressed to the Chair of the Selection Panel/Headteacher. The Chair of the Panel/Headteacher will discuss relevant declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment, but will be considered in the same way as positive DBS checks, and will be subject to a risk assessment.

### ***Invitation to interview***

Candidates invited to interview will receive:

1. a letter confirming the interview and any selection techniques;
2. details of the interview day;
3. a copy of the person specification;
4. details of any tasks to be undertaken as part of the interview process;
5. the opportunity to discuss the process before the interview.

## ***Interviews***

The selection process will always include:

1. face-to-face interview (in the event of this not being possible e.g. applicant is overseas, then a virtual platform can be used as a reasonable alternative);
2. activity with children.

## ***Employment checks***

An offer of employment will be conditional and successful candidates will be required to:

1. provide proof of identity;
2. provide proof of right to work in the UK;
3. provide actual certificates of qualifications;
4. provide proof of professional status;
5. complete a confidential health questionnaire;
6. complete an enhanced DBS application and receive satisfactory clearance;
7. provide evidence of overseas criminal record checks, if candidate has lived abroad for more than 3 months (in the same country) in the last 5 years.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview. These proofs may also be used to complete DBS checks.

Shortlisted candidates will also be required to bring documentation proving their qualifications and professional status on the day of interview. The school must verify that candidates have obtained the qualifications claimed in their application by asking to see the relevant documentation. Where qualifications have been obtained abroad, a comparability check by NARIC will be required.

All documentation will be verified by the Chair of the Panel/Headteacher.

## ***Employment offer***

All appointments are subject to satisfactory references, vetting procedures and DBS clearance. All checks must be completed before a job offer is made. A DBS certificate must be obtained as quickly as possible after the job offer is made, and (unless there are unusual circumstances, see below) before employment begins. The contract of employment must be issued as soon as possible after the job offer has been accepted, and within eight weeks of employment starting.

## ***Commencement of employment before DBS check received***

In unusual circumstances it may be necessary for employment to start before a DBS check has been completed. In this case, a Children's Barred List check and a risk assessment must be completed.

## ***Record retention/data protection***

The school will retain all interview notes on all applicants for six months after the interview. After six months all notes will be shredded. The six-month retention period is to enable the school to deal with any data access requests, recruitment complaints or to respond to queries from any employment tribunals.

Under the Data Protection Act 1998, applicants may request access to notes written about them during the recruitment process. Applicants must make any such requests in writing to the headteacher within six months of the interview date.

### ***Personal file records***

For the successful candidate, the school will retain the following information. These records will make up part of their personal employee file.

1. Application form
2. Copy of Job description
3. References (2 minimum)
4. Disclosure of convictions form
5. Proof of identification
6. Proof of academic qualifications
7. Proof of registration from the Department for Education (for teaching staff)
8. Evidence of DBS clearance (but not the actual DBS certificate, which is held by the individual).
9. Copy of signed contract

### ***Single Central Record***

The school will maintain a single central record of recruitment and vetting checks. This list will record all staff employed at the school, including casual staff, supply agency staff, volunteers, governors, and those who provide teaching but who are not staff members (e.g. specialist sports teachers). The SCR will indicate whether or not the following have been completed.

1. Identity checks
2. Qualification checks
3. Registration check with the Department for Education (for teaching posts)
4. Checks of right to work in UK
5. Children's Barred List checks
6. DBS checks
7. Further overseas records where appropriate
8. For governors – section 128 checks
9. It will also indicate who undertook each check, and the date.

In order to record staff provided through an agency, the school will require written confirmation from the supply agency that it has completed the checks described above. The school will carry out identity checks itself.

### ***Induction***

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

### ***Probation periods***

Newly appointed teachers who are new to the employment of the governing body will be subject to the school's probationary period without exception. Regular meetings will be held during the first three months of employment between the new employee and the appropriate manager.

### ***Continuing employment***

All school staff will be given regular safeguarding training and will be made aware of the school's culture of vigilance, where all concerns are taken seriously.

## **Appendices**

Appendix 1: Standard reference request form

Appendix 2: Safer recruitment in schools, recruitment and selection checklist (based on OCC guidance.)

Appendix 3: Example questions designed to examine an interviewee's attitude towards safeguarding children.

Appendix 4: Standard text included in all recruitment advertising at St Andrew's CE Primary School



## Appendix 1: Standard Reference Request Form

### St Andrew's School Reference Form

<b>Name of candidate</b>	
<b>Position applied for</b>	
<b>Referee Name</b>	
<b>Organisation</b>	

1. How long have you known the candidate?
2. In what capacity was the candidate employed?
3. What are the dates of employment with you?
4. What is the reason for leaving (if known)?
5. Please give a brief outline of their duties:

**Please tick the following to illustrate as accurately as possible your opinion of the applicant.**

	Excellent	Good	Satisfactory	Weak
Commitment to professional development				
Relationship with colleagues/teamwork				
Relationship with parents and/or other stakeholders				
Overall quality of teaching (where applicable)				
Success in handling difficult situations				
Ability to innovate and show initiative				
Contribution to the life of the organisation				
Commitment and loyalty to school priorities				
Dependability				
Cooperation				
Ability to meet deadlines				
Time management / ability to prioritise				
Organisational skills				
Oral communication skills				
Written communication skills				
Level of ICT competence				
Ability to work under pressure				
Energy / stamina / willingness to work hard				
Adaptability to change				
Flexibility of approach				
Personal and emotional resilience				
Attendance				

Punctuality				
Do you have any reservations about supporting the candidate's application for this post? <b>If YES, please comment below.</b>				
Have you ever had any reason to doubt the candidate's honesty or trustworthiness?				
To the best of your knowledge has the candidate been subject either to criminal convictions or to disciplinary procedures? <b>If YES, please comment below.</b>				
Would this applicant be a strong candidate for a similar post in your own organisation? <b>If NO, please comment below.</b>				
To the best of your knowledge is this candidate suitable to work with children and/or young people? <b>If NO, please comment below.</b>				

<p><b>Please give your overall assessment of the candidate's suitability for the post provided. Please detail any particular strengths or weaknesses you would identify in relation to the details provided.</b></p>

If there is any further information you would like to provide in support of the candidate's application for a post or any information that you feel we should know, please comment below.

Thank you.

**Name of referee:**

**Date:**

**Position held:**

**Capacity in which providing this reference:**

**Organisation:**

**Contact phone number:**

**Please return reference via your secure organisation/school email address or include either a company stamp or compliments slip if returning this reference form in hard copy.**

## Appendix 2: Safer Recruitment in Schools, Recruitment and Selection Checklist

(adapted from OCC template)

Name:



**OXFORDSHIRE  
COUNTY COUNCIL**

www.oxfordshire.gov.uk

### SAFER RECRUITMENT IN SCHOOLS – RECRUITMENT & SELECTION CHECKLIST Plus St Andrew’s Post Recruitment Items

This document has been designed with reference to [DCFS: Every Child Matters – Safeguarding Children & Safer Recruitment in Education](#) guidance.

PRE-INTERVIEW	Initials	Date	Comments
<b>Planning:</b> Timetable decided: job specification and description and other documents to be provided to applicants reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc			
<b>Vacancy advertised:</b> (where appropriate) Advertisement includes ref to safeguarding policy & DBS check			
<b>Applications on receipt:</b> Scrutinised – any discrepancies/anomalies/gaps in employment note to explore if candidate considered for short listing			
<b>SHORTLISTING</b>			
<b>References – seeking:</b>			
<b>References – on receipt:</b>			
<b>Ref 1 rec'd</b>			
<b>Ref 2 rec'd</b>			
<b>Ref 3 rec'd</b>			
<b>Invitation to interview:</b>			
<b>Interview arrangements:</b> At least 2 interviewers:			
<b>Interview:</b> Explore applicants’ suitability for work with children as well as for the post			
<b>ID documents</b> Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for DBS			
<b>Conditional Offer of Appointment:</b> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks where necessary and for non-teaching posts a probationary period <ul style="list-style-type: none"> <li>- Health survey link</li> <li>- DBS docs and details</li> </ul>			

- Request bank account details			
<b>References:</b> (if not obtained and scrutinised previously)			
<b>Identity:</b> (if not obtained at interview) Paragraph 4.13			
<b>Qualifications:</b> (if not obtained at interview) Paragraph 4.28			
<b>Permission to work in UK:</b> Paragraph 4.65			
<b>DBS/Children's Barred List:</b> Where appropriate satisfied DBS Disclosure received – Paragraph 4.18 to 4.21 Children's Barred List – Paragraph 4.38			
<b>Health:</b> The candidate is medically fit			
<b>GTC England:</b> (for teaching posts) The teacher is registered with the GTC or exempt from registration Paragraph 4.39			
<b>QTS:</b> (for teaching posts) The teacher has to obtain QTS or is exempt from the requirement to hold qualified teacher status Paragraph 4.40			
<b>Statutory induction:</b> (for teacher who obtained QTS after 7 May 1999) Paragraph 3.50 and 3.51			
<b>Email account:</b>			
<b>ICT Logon:</b>			
<b>Website login:</b>			
<b>Induction Pack:</b>			
<b>H&amp;S Induction:</b>			
<b>Staff Badge:</b>			
<b>Safeguarding training:</b>			
<b>Disqualification form needed?</b>			
<b>Teacher Prohibit Check?</b>			
<b>EEA check:</b> via secure access, teacher services check not on list of EEA member states			
<b>Added to MIS:</b>			
<b>Payroll info to staff member</b>			
<b>IBC contract set up</b>			
<b>Absence Insurance</b>			
<b>Contract sent and signed</b>			

### Personnel File Contains

<b>Job description</b>		<b>Copy of ID</b>	
<b>Job application</b>		<b>Qualifications</b>	
<b>Interview Notes</b>		<b>Signed Contract</b>	
<b>References (x2 min)</b>			

### **Appendix 3: Example questions designed to examine an interviewee's attitude towards safeguarding children**

The following example questions are from the public version of the NCSL online training:

- What attracted you to this post?
- How do you think your own childhood may influence your own practice?
- What motivates young people?
- Tell us about your interests outside work.
- What do you think are the professional challenges facing educators of children today?
- Give an example of where you have had to deal with bullying behaviour between children. What did you do? What made it successful? How could you have dealt with it differently?
- Young people can develop 'crushes'. How would you deal with this?
- What would you do if you were concerned about a colleague's behaviour towards children?
- Give an example of how you have managed poor child behaviour.
- Give an example of how you have responded to challenging behaviour. How did it affect you emotionally? How did you cope with the aftermath?
- When do you think it is appropriate to physically intervene in a situation involving young people?
- What makes a school a safe and caring place?
- What policies are important to support a safe environment?
- What are staff responsibilities in protecting children?
- Give examples of what you would consider appropriate and inappropriate behaviour between/towards staff and children.
- Have allegations ever been made about you at work? What were the circumstances? What was the outcome? What did you learn from this?
- Give me an example of an occasion when you have had safeguarding concerns about a child. What did you do? Who did you involve? What was the outcome?
- Tell us about a time when you fell short of safeguarding standards. How did it arise? What actions did you take? Why did you act as you did? What have you learned?
- Tell us about how you have dealt with a child with 'difficulties'.

**Don't forget the value of follow-up questions.**

## **Appendix 4: Standard text included in all recruitment advertising at St Andrew's CE Primary School**

All recruitment advertising for jobs at St Andrew's should carry the following text:

### *Safer Recruitment*

Oxfordshire Schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post involves the type of work with children and young people that requires applicants to undertake a Disclosure and Barring Service check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post. All users are considered confidentially and according to the nature of the role and information disclosed.