



Safer Recruitment Policy

St Dunstan's Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people. This policy is produced with due regard to the DCSF Safer Recruitment Guidance and Keeping Children Safe in Education September 2018.

In order to ensure this, our Safer Recruitment policy is in accordance with national guidance. The recruitment of all staff and volunteers will be addressed through this policy. The Checklist at the back of the policy gives a detailed list of checks to be carried out at each stage of the process which is listed in brief below.

Decision to Recruit

All short listing/interview panels will understand their role, and will include at least one member of staff and/or Governor who has been trained in Safer Recruitment Procedures.

The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children. The person specification will include suitability to work with children.

Advertising the Post

The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Disclosure and Barring Service (DBS) checks which will include the barred list information. In the case of teaching work an additional check to ensure they are not prohibited from teaching. This will also be reflected in the information pack sent to all applicants. The DBS cannot provide barred list information on any individual, including volunteers, who are not engaged in regulated activity.

See **Keeping Children Safe in Education September 2018 (Statutory guidance for schools and colleges)** document page 90/ for types of DBS checks and document page 28/ for definition of regulated activity. See **Keeping Children Safe in Education September 2018 (Statutory guidance for schools and colleges)** document page 37 for Flowchart of Disclosure and Barring Service criminal record checks and barred list checks

"If a school or college knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity"

Application Process

Application forms will be used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
- Original certificates for qualifications relevant to the position applied for including awarding body and date of award
- Completed medical clearance and physical fitness to carry out their work responsibility.



St Dunstan's Catholic School

- Evidence of right to work in the UK (follow advice from GOV.UK website).
- Teachers will need to provide DfES number and original certificate to evidence of QTS
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Declaration of any family or close relationship to existing or potential employees or employers • Details of at least two referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.

There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on the barring list, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-over's.

There will also be an explanation of the DBS checking requirements.

Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career moves from permanent to supply or temporary work. Where an enhance certificate is required, it must be obtained from the candidate before, or as soon as practicable possible after the person's appointment.

Taking up references for shortlisted candidates

At least two references will be sought for all shortlisted candidates. All references received by the school must be checked by the Head Teacher. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.

The Interview

These will be on a face to face basis wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre-employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation. The interview process will explore the applicant's ability to carry out the job description and meet the person specification.

It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above. Consideration, including discussion with the candidate, will also need to be given to any information regarding previous records of cautions or convictions.



Pre-Employment Checks

In addition to the checks already detailed the school will ensure that a Pre-employment health check is completed, as well as obtaining a DBS Enhanced Check which includes barred list information for those who will be engaged in regulated activity.

For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances.

Any offer made a candidate will be conditional on all the pre-employment checks being completed satisfactorily.

The school will to obtain a separate list check if an individual starts work in a regulated activity before the DBS certificate is available. See Appendix 1

Appointment of Volunteers

Checks are not required for volunteers for a one off occasion when supervised by a member of staff. Volunteers assisting the school on a regular basis, whether supervised or unsupervised, will be subject to the following checks: enhanced DBS, reference check, informal interview and no contrary indications from anyone in the school.

Volunteers will be required to sign a Confidentiality agreement.

Volunteers will be included on the schools single Central Record.

Induction

All members of staff/volunteers will have an Induction meeting. The purpose of Induction meeting will be to clearly identify the school policies and procedures, including Safeguarding & Child protection. At the meeting the expectations and codes of conduct which will govern how staff/volunteers carry out their roles will be made clear.

All members of staff/volunteers will give the opportunity to discuss of any relevant issues. The meeting will ensure that all new staff/volunteers are aware of the following policies and procedures and how to access them:

- Safeguarding & Child Protection
- Whistleblowing and Serious Misconduct Policy
- Staff Handbook including Code of Conduct

Raising Concerns (Whistleblowing)

All staff/volunteers are encouraged to be confident about raising serious concerns and to question and act upon concerns about practices.

We as a school are committed to providing appropriate avenues for staff/volunteers to raise concerns, for these to be treated confidentially, seriously and sensitively and for a response to be given and feedback on any action taken.

We also assure staff/volunteers that there will be support to protect them from possible reprisals.



St Dunstan's Catholic School

Our discipline and grievance procedures cover many areas for concerns, but some aspects may fall out of their scope. These include:

- Possible fraud and corruption
- Unauthorised use of funds
- Failure to comply to financial regulations
- Failure to comply with codes of practice/conduct
- Conduct which is an offence
- A criminal offence being committed
- Disclosures
- Health and safety risks
- Damage to the environment
- Sexual or physical abuse
- Other unethical conduct

Concerns may be made verbally or in writing to the Head Teacher. The matter will then be dealt with appropriately and objectively and staff/volunteers will be kept advised. The Head Teacher may seek advice from Governors or from external experts on the way to proceed.

Ongoing Employment

St Dunstan's Catholic Primary School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will provide on-going training and support for all staff, as identified through performance management. We will provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils.

We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.