

## WAVERLEY PRIMARY SCHOOL

### SAFER RECRUITMENT & SINGLE CENTRAL RECORD POLICY

#### **Introduction**

Safeguarding children must be a priority for our school and incorporating safeguarding measures in the recruitment process, at the same time rigorous level no matter what the posts within the school, is essential part of that.

#### **Aims and Objectives**

- To set out our philosophy of safer recruitment
- To ensure that 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

#### **The Process**

- Recruitment advertising must contain a safer recruitment statement
- The job description must be clear
- The person specification must include child protection duties
- A minimum of two written references must be taken up before interview. If a candidate is not currently working with children but has done so in the past then an additional reference may be required.
- The interview process is conducted by at least two senior members of staff, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview.
- An assessment will be made of every post as to the degree of (un)supervised access to children and the key skills required.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.
- Opportunities will be provided during the induction process to recognize any concerns or issues of or about new members of staff at the outset and act upon them immediately.

#### **Inviting applicants**

- All adverts should carry a statement on the school's policy towards safeguarding children and the requirements of DBS checks.
- Information packs to candidates should also include the safer recruitment policy.

- It will be made clear to the candidate that only LA completed application forms will be accepted (not CV's).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidates application form will be explored, this will include: incomplete forms and gaps in work history.
- Successful candidates must complete a DBS form and bring three forms of identification (one of which must be a picture I.D)
- Candidates must bring original identity documents and certificates to the interview.
- Two references must be taken up prior to interview. One must be the current or more recent employer.
- If recruiting from overseas, a confirmation from overseas will be required.
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, informing other schools where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children using the LA agreed reference request form.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection requesting examples of incidents from the candidate's history rather than hypothetical incidents.
- The interview panel will apply the same procedure to all candidates.
- The interview panel will meet beforehand to analyse and review all the information about the candidates and formulate questions. The interview panel will not apply the same questions rigidly to all candidates but will ask further probing questions if required. Notes will be taken of all answers candidates give.
- No interviews will take place over the telephone.
- Candidates will be asked during the interview if they are a firm candidate for the post.

### **Single Central register**

The school will hold details of the following people on their SCR:

- All staff, teaching, support and site
- All volunteers
- All external agencies who work in school
- All contractors
- Governing Body

The details held on the SCR include:

- Name

- Date of Birth
- Address
- Qualifications
- Vetting checks including type, result and date completed
- Post held

### **Conclusion**

“careful recruitment of staff is the first step to safeguarding and promoting the welfare of children in education”

Waverley is committed to equality, and to making fair and equitable treatment an integral part of the work of the school. Action will be taken to identify and eliminate all forms of discriminatory practices which act as barriers to achieving this objective.

All arrangements for, and the implementation of, all recruitment and selection activities will comply with sex, sexual orientation, transgender race, religion, rehabilitation of offenders, disability and age anti-discrimination legislation.

All those participating in recruitment and selection activities are expected to make judgments and exercise discretion. Judgments and choices should be made within the parameters of the information provided within the “*recruitment and selection guide for schools and college*” to appoint individuals whose skills, behaviors and competencies are best matched to the duties of the post, in order to deliver the highest quality education to children and young people within the school.

### **Legislation:**

[The School Staffing \(England\) Regulations 2009.](#)

**Last Reviewed 27/09/2019**

**Next Review: Oct 2021**