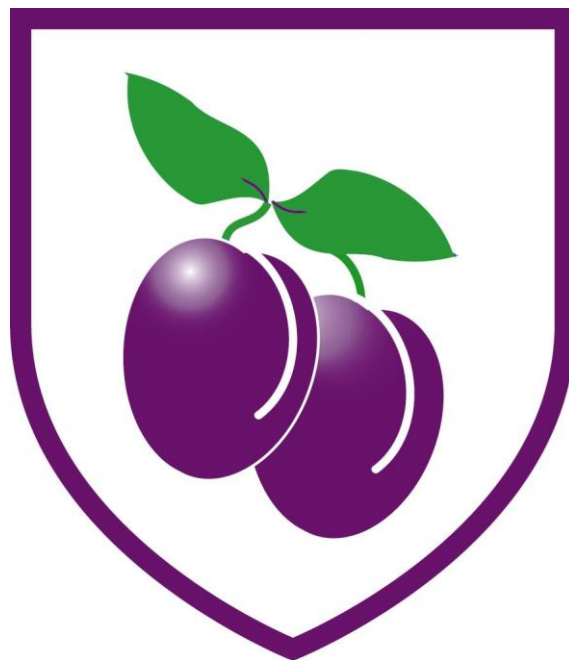


Plumcroft Primary School

Universal high expectations

Knowing every child

In pursuit of excellence



Safer recruitment Policy

March 2020

We are committed to safeguarding and promoting the welfare of all children and we believe we have a duty to ensure safe recruitment of school personnel and volunteer helpers to this school.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, racial or ethnic background, religion or belief, sexual orientation or disability. Also we will take no account of an applicant's membership or non-membership of a trade union.

We intend to deter prospective applications and to identify and reject applicants who are unsuitable to work with children. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We as a school community have a commitment to promote equality.

We believe our recruitment and selection process is systematic, efficient, effective and equal. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure and Barring check as all posts are exempt from the Rehabilitation of Offenders Act 1974.

Aims

- To ensure the practice of safe recruitment and school personnel and volunteer helpers
- To ensure that a fair and legal recruitment procedure is in place

Responsibility for the Policy and Procedure

The Governing Body has:

- The responsibility of ensuring that the safe recruitment process complies with DCSF guidance and legal requirements
- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy:
- Responsibility for ensuring that the school complies with all equalities legislation;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly
- Responsibility for ensuring all policies are made available to parents;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- Promote the safeguarding and welfare of children;
- Ensure the school operates safe recruitment procedures;
- Organise safe recruitment training for school personnel involved in recruitment;

- All appointment panels to include one person who has successfully passed safe recruitment training;
- Ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- Ensure agencies comply with this policy;
- Undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- Ensure all school personnel, pupils and parents have access to this policy;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure take place:

Job and Person Specification

- For every vacancy a job and person specification will be written and approved by the Governing Body.

Job Advertisement

- All posts will be advertised either internally and externally in order to attract as wide field of candidates as possible
- The vacancy will be advertised in some of the following ways:
 - Internally
 - Internet
 - Local press
 - National press such as TES
- All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory enhanced DBS
- We welcome any member/s of the present staff to apply

School and Job information Pack

- All interested applicants will be provided with an application form, job description and person specification, and have access to school handbook, the most recent inspection report and copies of the Safeguarding and Safe Recruitment policies

Short Listing and References

- Short listing will be undertaken by SLT.
- All applications will be looked at
- Applicants will be shortlisted for the post if they suit the job description and person specification
- Immediately after interviews references will be sent for those candidate/s who were successful
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children
- All references will be checked for consistent information
- The candidate will be asked to clarify any discrepancies
- applicants will also be informed
- Shortlisted candidate will be sent:
 - Detailed documentation of the interview process
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs
- All successful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them

The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to work in the UK
- The interview will consist of an activity and a professional interview
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people
- Grading sheets will be kept by the interviewers

Job Offer

- The appropriate sub-committee will interview those shortlisted and will identify a suitable candidate
- A job offer will be made subject to the following pre-employment checks for the successful candidate

Pre-Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)

- Proof of identity
- List 99 check
- DBS
- Proof of qualifications
- Proof of registration with the GTS for teaching staff

Terms and Conditions

The successful candidate will be sent:

- A letter offering them the job
- A statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- A letter confirming the variation to his or her terms and conditions
- The start date

Induction

The induction programme for all newly appointed school personnel will include access to all school policies dealing with safeguarding of children and young people.

Central Record of Recruitment Vetting Checks

We will keep a single central record of recruitment and record checks of:

<ul style="list-style-type: none"> • All teaching staff • Support Staff • Supply Teachers • Volunteer Parent Helpers 	<ul style="list-style-type: none"> • Governors who work as volunteers Local Authority Tutors • After School Club Leaders • Breakfast Club Leaders
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Raising Awareness of this Policy

We will raise awareness of this policy via:

- The school website
- Headteacher reports to the Governing Body when necessary

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender identity, pregnancy, or maternity, race, religion or belief and sexual orientation.

Headteacher:		Date:	
Chair of Governing Body		Date:	