

Alexandra Primary School

Safer Recruitment Policy



Policy adopted by the Governing Body: November 2014
Review Date: November 2015

Alexandra Primary School, Denbigh Road, Hounslow, Middlesex

1 INTRODUCTION

The purpose of this policy is to ensure the requirements for Safer Recruitment are met. With this policy the school will:

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

The DFE requires schools to safeguard and promote the welfare of children and young people.

3 IDENTIFICATION OF RECRUITERS

At least one member of the Senior Leadership team and a Governor must have Safer Recruitment training. One trained person must sit on each interview panel.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether on-line, printed in a newspaper or in an educational supplement will include the statement:

“We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment. We carry out an essential security checking process, which includes an enhanced DBS check for everyone prior to confirming a contract. This post is subject to the successful completion of safeguarding and other full checks, including accuracy of application forms.

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description
- person specification;
- an application form.

4.3 All prospective applicants must complete, in full and sign, an application form. (An offer of employment will be withdrawn if the application is found to contain false information)

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

- 5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. One referee must be from the candidates current or most recent employer
- 5.4 Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 5.6 Referees will always be asked specific questions about:
- the candidate's suitability for working with children and young people;
 - any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - the candidate's suitability for this post.
- 5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

6 THE SELECTION PROCESS

- 6.1 The interview program will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- 6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but candidates will need to attend a formal interview in person.
- 6.3 Candidates will always be required:
- to provide a full working history in chronological order since leaving secondary school
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a DBS disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- 6.4 Candidates who have been identified as suitable from a supply agency will still be required to provide a full, accurate employment history. The agency will be required to provide the school original references from the most recent schools the candidate has worked in. The school will contact the referees if deemed necessary to check details given in the reference.

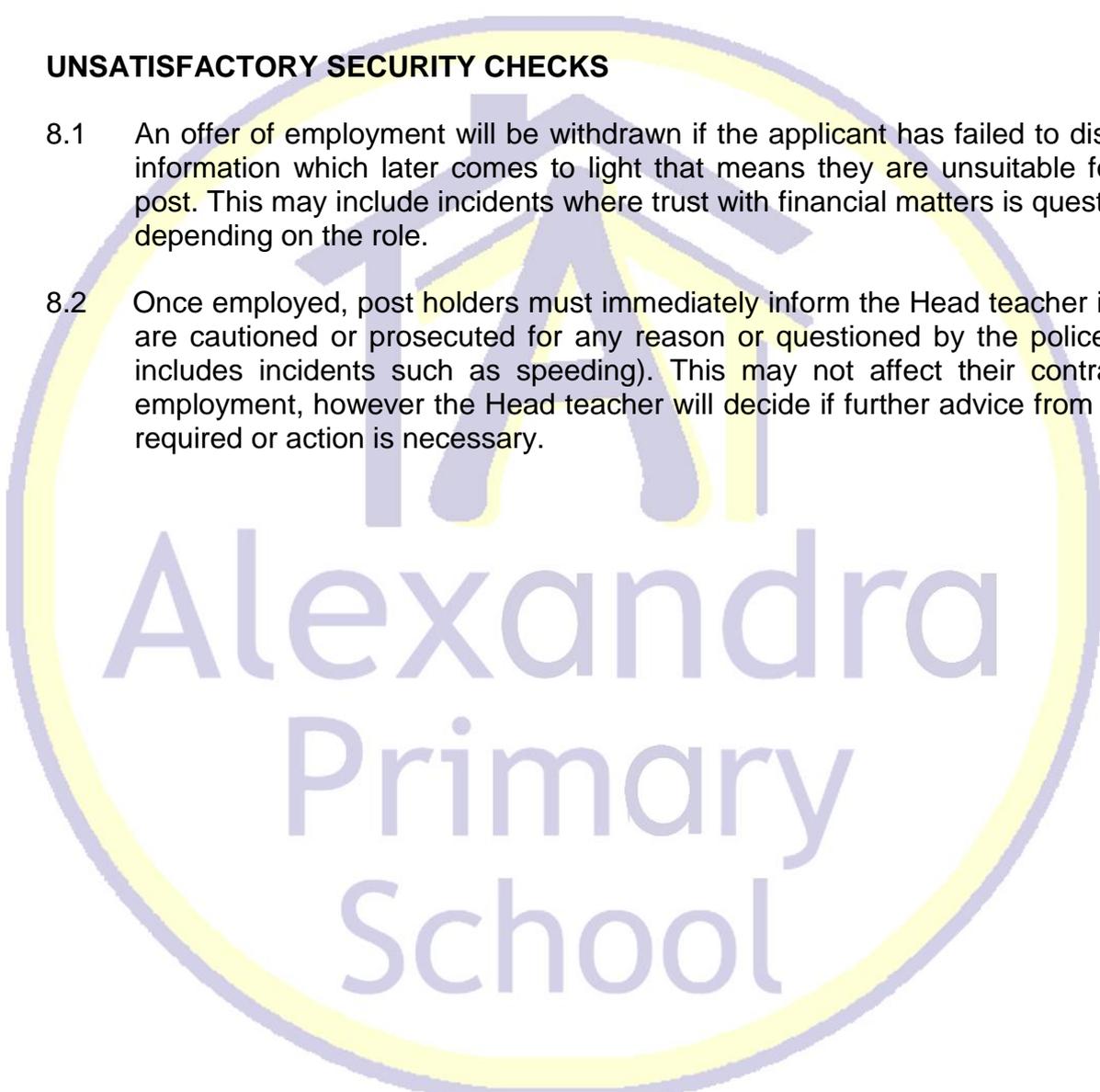
7 EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive enhanced clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK, including a valid national insurance number

8 UNSATISFACTORY SECURITY CHECKS

- 8.1 An offer of employment will be withdrawn if the applicant has failed to disclose information which later comes to light that means they are unsuitable for the post. This may include incidents where trust with financial matters is questioned depending on the role.
- 8.2 Once employed, post holders must immediately inform the Head teacher if they are cautioned or prosecuted for any reason or questioned by the police (this includes incidents such as speeding). This may not affect their contract of employment, however the Head teacher will decide if further advice from HR is required or action is necessary.



Alexandra
Primary
School