

Stepney Primary School



A Small School With Great Expectations

Safer Recruitment Policy

At Stepney' raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff.

1. INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- 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

There are some statutory requirements for the appointment of staff in schools. These requirements change from time-to-time and must be met.

3. IDENTIFICATION OF RECRUITERS

There will always be at least two recruiters on the recruitment panel who have successfully received accredited training in safer recruitment procedures. The following have successfully completed the above training:-

Mr P Browning – Headteacher (Summer 2012 - 2017)

Mr L Morfitt – Chair of Governor’s (Summer 2012 - 2017)

Mr P Shepherdson – Governor (November 2009 – 2014)

Miss J Atkinson – Deputy Head and Governor (Summer 2012 - 2017)

4. INVITING APPLICATIONS

4.1 All advertisements for posts will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.” (CRB)

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

- job description and person specification;
- the school’s child protection policy;
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

5. SHORT-LISTING AND REFERENCES

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

5.2 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.3 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.

5.4 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.

5.5 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.

5.6 School employees are entitled to see and receive, if requested, copies of their employment references.

6. THE SELECTION PROCESS

6.1 Selection techniques 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 will not be a substitute for a face-to-face interview.

6.3 Candidates will always be required:

- 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 CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

7. EMPLOYMENT CHECKS

7.1 All successful applicants are required:

- to provide proof of identity;
- to complete a CRB disclosure application and receive satisfactory clearance;
- to provide original (not a copy) certificates of qualifications
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK if appropriate

8. INDUCTION

8.1 All staff who is new to the school will receive a Staff Information Pack and induction training that will include the school's safeguarding policies and guidance on safe working practices. .

8.2 Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate manager.

9. VOLUNTEERS

Volunteers are seen by children as safe & trustworthy adult and therefore 'a streamline' process is adopted. The school will ask volunteers to complete an application (Appendix i) and references will be sought (Appendix ii) to check with there are no concerns. An informal interview will take place to gauge the person's aptitude and suitability. All volunteers new to the school will receive appropriate safeguarding policies and guidance on safe working practice.

10. PUBLIC SECTOR EQUALITY DUTY

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6th April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools when

carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

P Browning
Head Teacher (April 2012)

Reviewed by P Browning
Autumn 2012

To be reviewed annually.

Appendix i

Stepney Primary School Volunteer Application Form

Stepney Primary School



A Small School With Great Expectations

Stepney Primary School is committed to safeguarding and promoting the welfare of children, young people and expects all employees and volunteers to share this commitment.

Applicant's Personal Details

Surname	
First Name	
Title (select as appropriate)	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>
Address	
Contact Number	
Mobile Number (if different)	
Email Address	

Why are you applying for voluntary work at the school?

Please mention any skills or experience that you bring to the role, and explain what you want to achieve from volunteering.

References

Please provide details of two references. Please let your referee know that we will be contacting them.

Reference 1

Name:

Organisation:

Address:

Postcode:

Tel No:

Email:

Reference 2

Name:

Organisation:

Address:

Postcode:

Tel No:

Email:

Declaration

I declare that to the best of my knowledge and belief the above information is true.

Signed:

Dated:

Appendix ii
Reference Form for School Volunteers
(In line with the Safer Recruitment Guidance)



Confidential

Applicant's Name:.....

The above person has expressed an interest in working at Stepney School and has given your name as a referee, in accordance with Safer Recruitment in Education. If you are happy to complete this reference, all information contained on the form will remain confidential, and will only be shared as and when required. We would appreciate you being candid in your evaluation of this person.

How long have you known this person?.....

In what capacity?.....

What attributes does the person have which would make them suitable to work in our school?

.....
.....
.....

How would you describe their personality?.....

.....

Please comment on this person's experience of work with children and young people, and comment on their suitability for this work.

.....
.....
.....

This post involves substantial access to children and young people. As a school committed to the welfare and protection of children, we are anxious to know if you have any reason to be concerned about this applicant being in contact with children or young people.

Please answer Yes/No below if you have any reasons for concerns.

YES NO (please circle)

If you have answered 'Yes' or if for any reason we feel a need to, we will contact you in confidence.

Signed..... **Date**

Print Name..... **Contact Number**.....

Thank you for your co-operation.