

# Spalding Parish Church of England Day School

*We are a caring Christian Community built on  
Compassion, Trust, Friendship and Hope*

## Safer Recruitment Policy

Date of Policy: January 2010

Adopted by Governing Body: March 2010

Signed by Chair of Governors: Melvyn Price

## Mission Statement

We are a community dedicated to learning. We support children to develop the skills for life. As learners we will make mistakes and learn from them; always making new mistakes. We will not fault find and blame others. We will listen and ask questions, discussing things openly. We will keep ourselves informed. We will have fun and laugh together. We will spend time becoming emotionally and inter-personally competent.

## Aims

Safer recruitment is an important part of safeguarding children. Having a safe culture is a key part of safeguarding. Spalding Parish Church of England Day School tries to achieve this as far as possible by:

- Having an effective safer recruitment policy, including full pre-employment check;
- Having effective induction, training, mentoring and supervision processes;
- Ensuring there is an awareness and understanding of safeguarding;
- Having clear procedures for reporting concerns or issues;
- Having agreed standards of behaviour;
- Having a commitment to safeguarding children and young people.

## Introduction

This Policy outlines the steps that we can take to try to ensure that the people who are employed by Spalding Parish Church of England Day School are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

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

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for working with children or young people;
- Identify and reject applicants who are unsuitable for working with children and young people;
- Promote safe practices and challenge poor or unsafe practices.

## Statutory Requirements

There are some statutory requirements for the appointment of certain staff in schools – notably Head Teachers and Deputy Head Teachers. These requirements change from time to time but must be met.

## Identification of Recruiters

The Head has successfully received accredited training in safe recruitment procedures.

## Inviting Applications

- Advertisements for posts, whether in newspapers, journals or on-line, 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'.
- Prospective applicants will be supplied, as a minimum, with the following:
  - Job description and person specification;
  - The school's Child Protection Policy;
  - The school's Recruitment Policy (this document);
  - The selection procedure for the post;
  - An application form.

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

## Short-Listing and References

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- 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.
- 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.
- 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 the post.
- School employees are entitled to see and receive, if requested, copies of their employment references.

## The Selection Process

- 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.
- 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 (which may be via visual electronic link if available).

- 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.

## Employment Checks

- All successful applicants are required:
  - To provide proof of identity;
  - To complete a CRB disclosure application and receive satisfactory 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.

## Induction

- All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.
- Regular meetings will be held during the first 3 months of employment between the new employee and the appropriate manager(s).

## Records

The school keeps full and accurate records relating to CRB checks carried out in respect of every member of staff.