



### **Cleeve Prior School**

A Church of England Voluntary Controlled Primary School

### **The Policy for Safer Recruitment**

This policy is the consensus of the staff and the Governing Body and was approved at the Full Governing Body meeting on 28<sup>th</sup> September 2022

The Governors at Cleeve Prior CofE Primary School are committed to safeguarding the welfare of children and this policy has been drafted in accordance with “Safeguarding Children and Safer Recruitment in Education” guidance issued by the DfE in January 2007. Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps defer or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children and providing a safe and secure school environment. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

### **Roles and Responsibilities**

The Head of School and Executive Headteacher are responsible for the internal organisation, management and control of the school. However all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

The Headteacher should ensure that at least one person in the school has completed safer recruitment training either via the Children’s Workforce Development Council (the CWDC) online training website or by attending “Safer Recruitment” workshops organised by the Local Authority. This person should sit on all staff recruitment panels.

### **Equal Opportunities**

This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school.

### **Safeguarding Statement**

At Cleeve Prior School the health, well-being and safety of every child is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We listen to our pupils and take seriously what they tell us. We have a comprehensive Safeguarding policy in place and follow the procedures set out by the Worcestershire Safeguarding Children Board.

### **The Recruitment Process**



The main elements of the process are :

To complete appropriate vetting checks and online searches of applicants, inline with KCSiE 2022 recommendations.

- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children.
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Advertising.
- Using application forms to obtain and scrutinise comprehensive information about applicants.
- Ensuring references are obtained that help assess applicants suitability for the post through specific focused questions.
- Conducting face to face interviews that ask appropriately robust questions.
- Verification of applicants identity.
- Verification of qualifications and skills.
- Verification of an applicant's previous employment history and experience.
- Completion of mandatory employment checks such as List 99 and Enhanced Criminal Records check via the Criminal Records Bureau.
- Verification that the applicant has the health and capacity for the job.
- Induction programmes that ensure a 'safeguarding children' culture is adopted and embedded into continuing practice.
- Performance Management.

### **Central Record of Pre Employment Checks**

In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.

The record will contain details of checks on the following people :

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, eg a specialist sports coach or artist.

The record of checks will be kept up to date and be readily available for Ofsted, HM Inspections and Governor scrutiny.

For the purpose of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will request written confirmation from the supply agency that it has



satisfactorily completed all relevant checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS (Disclosure & Barring Service) Disclosure.

Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential.

The central record will indicate whether or not the following have been completed :

- Identity checks;
- Qualification checks for any qualifications legally required for the job, eg those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate;
- Checks of permission to work in the United Kingdom, if appropriate.
- List 99 checks
- CRB/DBS Enhanced Disclosure
- Further overseas criminal records checks where appropriate.

Where the Governing Body provides services or activities directly under the supervision or management of schools staff, the school's arrangements for staff appointments will apply. Governors will ensure that proper records are kept.

#### **Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DfE**

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit (List 99) at the DfE.