

Horspath C of E Primary School February 2016 Safer Recruitment Policy

Horspath C of E Primary School values and supports all of its members as individuals. It is a happy, welcoming and safe environment which promotes learning and self- confidence. We are a church school:

- Where children from all cultures and faiths thrive, learning skills and behaviours that will guide them their whole lives.
- That underpins teaching, learning and daily school life with the Christian values of forgiveness, respect for others, truth and a sense of accountability.
- Where all children from every background have the very best that the school community can give them so that they are challenged and inspired to achieve their full potential.
- A school that encourages work and play across the age range so that children

Safer Recruitment Policy The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Horspath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This is to be achieved through effective recruitment and retention of competent, motivated staff members who are suited to, and competent in their roles. The school recognises the value of, and seeks to achieve a diverse workforce comprising different backgrounds, skills and abilities. As such it is committed to a recruitment and selection process which is systematic, efficient, effective and equal. In doing so, it upholds its obligations under law and national collective agreements to not discriminate against applicants on grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

Introduction The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Horspath Cof E Primary School. It also sets out the minimum requirements to:

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

Practices The school will ensure that at least one member of the appointment panel has successfully completed Safer Recruitment Training.

The following procedures and practices are in place to ensure the safe recruitment of staff:

Stage 1: Advertising and Inviting Applications All advertisements for all posts will clearly stipulate the stance adopted by Horspath School by the inclusion of a specific safeguarding statement in the advert.

Stage 2: Pre -Application Pack Prospective applicants are supplied with the following:

- Job Description
- Person Specification;

All applicants must complete the OCC application form in full. CVs are not accepted

Stage 3 Applicant Short-Listing Candidates for the post and suited to the job description and person specification following analysis of their applications will be short-listed following consultation between the Headteachers, Governors and others involved in the interviews process. Where possible, references will be taken up before the selection stage. However should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references. If a candidate has indicated that their previous employer should not be contacted for a reference prior to interview, none of the candidates references should be taken into consideration during selection. For candidates previously employed by a school, the reference must always be signed by the school's current headteacher. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A written note will be kept of any such exchanges.

Stage 4 Interview Candidates selected for interview will have to provide:

- proof of identity
- certificates of qualifications
- eligibility to live and work in the UK

Candidates will be required to sign their application form if it has not already been signed by them eg emailed form.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and significantly in terms of safer recruitment practices will explore attitudes towards working with children. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to the interviewers;
- 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.

References References are sought directly from the referee. References or testimonials provided

by the candidate are never accepted instead of a signed reference from a referee. Applicants for whom we do not hold two completed references can only be offered employment pending the receipt of satisfactory references.

Stage 5 Successful Candidate: Pre Employment Checks Further to those checks at the point of interview the candidate will be required to provide all of the following prior to taking up the post being undertaken: receipt of at least two satisfactory references verification of the candidate's identity a satisfactory DBS certificate verification of qualifications verification of professional status where required e.g. GTC registration, QTS the production of evidence of the right to work in the UK

Stage 6 Induction All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people, a briefing of their duties under the Prevent Strategy and safe working practices, as well as matters directly related to the operation the post.

Central Record of Pre Employment Checks In addition to the various staff records kept in school and in individual personnel files, a single central record of recruitment is kept. This record contains details of checks: 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 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.

Rehabilitation of Offenders Disclosure All posts within Horspath School are exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

Adopted February 2016
Reviewed September 2019
Next review September 2020