

# Mount Primary School



## **Safer Recruitment Policy**

**This Policy is written with reference to “Keeping Children Safe in Education”  
Sept 2021**

Written September 2021  
To be reviewed September 2022

Signed - \_\_\_\_\_  
Kate Yates (Headteacher)

Signed - \_\_\_\_\_  
(Chair of Governors)

# Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of our children. Mount Primary 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 also the retention of competent, motivated staff members who are suited to, and effective 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 ethnicity, religion or belief, socio-economic background, gender and gender identity, sexual orientation, disability or age.

## Introduction

The purpose of this policy is to ensure the practice of safe recruitment of staff appointed to Mount 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. This member will be part of the whole recruitment process. Training should be renewed every 5 years.**

**Mrs Kate Yates – Headteacher – Training February 2018**

**Miss Zoe Byrne – Deputy Headteacher – Training September 2019**

**Mrs Lynne Butterfield – Business Manager – 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 the school by the inclusion of the following Safeguarding Statement:

*“Mount Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.*

### Stage 2: Pre-Application Pack

Prospective applicants are supplied with the following:

- Application form;
- Job Description & Person Specification;
- Safeguarding Statement.

All applicants must complete the application form in full.

### Stage 3: Applicant Long-Listing

Candidates who satisfy the job description and person specification following analysis of their applications will be long-listed following consultation between the Headteacher and others involved in the interview process. At least two people will long-list candidates.

Where possible, references will be taken up before interview day. However, should a candidate progress to selection and interview stage prior to their receipt, appointments would be subject to satisfactory references.

#### **Stage 4: Interview**

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 self-disclose 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.

The interview process will seek to assess each candidate in terms of fulfilling the requirements of the post and safer recruitment practices through exploring attitudes towards working with children.

Areas of Potential Concern during interview:

1. No understanding or appreciation of children's needs or expectations
2. Wanting role to meet own needs at the expense of children's
3. Inappropriate language when talking about children
4. Unclear boundaries with children
5. Vagueness about experiences and gaps or unable to provide any examples to support what they tell you
6. Maverick – non rule-following, unwilling to work with others

During the interview day, candidates will often be further short-listed. This will invariably mean further questioning to aid the selection process.

#### **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. References will be sought prior to interview to allow any concerns to be discussed during the interview. On occasion, referees may be contacted by telephone or email prior to interview for clarity. Referees are always asked directly on the candidate's suitability to work with children and whether there are any past disciplinary action or allegations.

#### **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 Enhanced DBS check
- Verification of the candidate's mental and physical fitness to carry out their responsibilities
- Verification of qualifications
- Verification of professional status where required e.g. GTC registration, QTS
- Eligibility to work in the UK.
- Further checks if the person has lived or worked outside 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 as well as matters directly related to the operation of 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 and vetting checks is kept.

This record contains the following 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 and governors who also work as volunteers within the school.

## **Rehabilitation of Offenders Disclosure**

All posts within Mount Primary 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 will have an Enhanced Criminal Records Disclosure.

## **Prohibition Checks for Teachers**

Employee Access Online is a free service for schools, local authorities and teacher supply agencies in England.

At Mount we check the record of any teacher that we employ or are considering employing with qualified teacher status (QTS) including any:

- Salaried trainees, newly qualified or fully qualified teacher – with the exception of teachers who hold qualified teacher learning and skills (QTLS) and are eligible to be employed in roles where QTS is required
- teacher with an active restriction (including any teacher with QTLS to whom this applies)
- teacher who has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence.

It also provides access to separate lists of teachers who:

- have been prohibited from teaching
- have failed to successfully complete their induction or probation period
- may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.