

St Saviour's Church of England

Safer Recruitment Policy 2025



St Saviour's Church of England Junior School

Policy:	Safer Recruitment
Review Period:	Annual
Ratified by Governing Body:	February 2025
Date of next review:	February 2026

Should you have a concern about the safeguarding of children, you should report this immediately to a Designated Safeguarding Lead:

Nick Bonell – Headteacher

John Arnold – Deputy Headteacher

Suzy Tift – Assistant Headteacher

Sharon Theobald-Grainger - FLO

This policy has been written with reference to: Keeping Children Safe in Education and DfE and KSCMP Safeguarding Children and Safer Recruitment in Education

All posts within school are exempt from the Rehabilitation of Offenders Act 1974, therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs and have an Enhanced Criminal Records Disclosure. Having a criminal record will not necessarily be a bar to being appointed; the Headteacher will review such cases on their merit, with advice from the local authority safeguarding team (LADO) and / or Schools Personnel Service – appointment would be at the Headteacher's discretion.

The school will uphold its obligations under law and national collective agreements not to discriminate against applicant for employment.

The term staff within this policy can apply to paid staff, volunteers, governors and contractors with access to children

At St Saviour's Church of England Junior School, the safeguarding of children is core – it is not an add-on.

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, identify or reject prospective applicants who are unsuitable for work with children or young people
- implement robust procedures and checks for appointing staff, Governors and volunteers
- maintain a Single Central Record of recruitment and vetting checks in line with Disclosure and Barring Service (DBS). The Single Central Record will also include appointment, training and key document (KCSIE, Code of Conduct, safeguarding policies etc.) reading / signature dates
- require staff who are convicted or cautioned for any offence during their employment with the school to notify the Headteacher in writing of the offence and the penalty
- ensure that staff have induction training and be familiar with procedures that advise what they should do if they have a concern
- provide staff with access to documents which advise on conduct, good practice and school policy with regard to safeguarding and require that staff sign to state that they have read and understand this information

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably Headteachers and Deputy Headteachers.

These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

At least one person on any interview panel must be trained in safer recruitment.

Ofsted will request evidence as part of their inspections that each recruitment panel meets this requirement. Key members of staff including the Headteacher and Assistant Headteacher and Bursar will successfully undertake accredited training **either** through K.C.C. Schools' Personnel Service or online through NSPCC. All job adverts will state that this is the case.

4 INVITING APPLICATIONS

4.1 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 postholders are subject to a satisfactory enhanced Criminal Records Bureau / DBS disclosure and an online check (including social media).”

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

- job description and person specification, including expectations around safeguarding, line management and supervision;
- the school’s child protection statement;
- the selection procedure for the post;
- application form.

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

4.4 The school uses the standard KCC application, through the Kent Teach website for leadership, teacher and support staff posts. The school requires applicants to account for any gaps in employment history on this application form. When an applicant is interviewed, any gaps or anomalies will be explored. Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police or other professional bodies may follow.

5 SHORT-LISTING AND REFERENCES

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

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

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

5.4 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.

5.5 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.

5.6 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.

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

5.8 Where necessary, previous, most recent employers will be contacted to verify employment history and confirm reasons for leaving (as per KCSIE)

5.9 Prior to interview, the applicant will be asked if they need any reasonable adjustment to the recruitment process / interview

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 a face to face interview of short-listed candidates.

6.2 Candidates will always be required:

- To be aware that at least one member of any interview panel will be a member of Senior Leadership Team who has undergone Safer Recruitment Training
- 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;
- during the interview, the panel will explore and consider the applicant's motivation to work with children, attitude to boundaries and rules, the integrity required to form professional relationships with children and the skills to work with children who may challenge boundaries;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.
- To declare any existing personal relationship with an employee of the school, including Governors as employers. The applicant will also be asked to disclose any complaint or issue which might cause reputational damage to the school at a later stage.
- Where relevant, children will be involved in the interview process to demonstrate to applicant that children's voices and opinions are listened to and acted upon.

7 EMPLOYMENT CHECKS

7.1 After the completion of the selection process, candidates will be verbally informed whether or not they have been successful. Successful candidates are informed that they have a conditional offer of employment. Before a contract can be drawn up and employment commenced, all successful applicants

are required:

- to provide proof of identity
- to complete a DBS and Barred List disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications and registration of relevant professional bodies
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK in line with the 2006 Immigration, Asylum and Nationality Act. Applicants must prove they have the right to work in the UK, in order to comply with post-Brexit changes to the freedom of movement and working rights for EU nationals.
- A check of social media accounts, as well as a general 'google' check will also be carried out by the Headteacher

The school must receive two satisfactory references, one of which must be from the current or most recent employer. Such references must be from a verified address, not from Hotmail or gmail accounts etc. The school may carry out checks to ensure the veracity of a referee's status within an organisation.

The school must receive verification that the candidate's physical and mental health is commensurate with the duties of the post; this will be considered within the context of current disability legislation.

The school will not appoint a person on the DBS Barred List and will refer to the DBS if the prospective applicant has been dismissed as a result of a safeguarding concern or if they have resigned pending a disciplinary investigation.

Newly appointed teachers who are newly qualified are subject to a one year (assuming they are full time) NQT probationary period. Probation periods are detailed in all KCC employment contracts.

The school will retain all interview notes on all applicants for a six month period, after which time, the notes will be shredded. Applicants have a right to request access to notes made about them during the recruitment process. Applicants who wish to access notes must make an access request in writing to the Headteacher within six months of the interview date.

8 INDUCTION

- 8.1 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. Staff will be asked to read and sign to acknowledge that they have understood core policies and documents relating to conduct and safeguarding
- 8.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

9 SINGLE CENTRAL RECORD

- 9.1 In line with DfE requirements a record is kept of vetting checks (DBS). The SCR also includes dates of safeguarding training and documents signed (code of Conduct, KCSIE and relevant policies). Staff have the duty to read all relevant documents and policies relevant to safeguarding and sign to state that they have and understood and will follow guidance given.