



## **FRODSHAM AND VILLAGES SCHOOLS' PARTNERSHIP**

### **ASHTON HAYES PRIMARY SCHOOL**

#### **SAFER RECRUITMENT POLICY**

##### **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 prospective applicants who are unsuitable for work with children or young people
- Identify and reject applicants who are unsuitable for work with children and young people

##### **STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably head teachers and deputy head teachers. These requirements change from time-to-time and must be met. Information relating to this is available from the LA when required.

##### **TRAINING FOR SAFER RECRUITMENT**

All recruitment and selection procedures which involve external candidates will be co-ordinated in school and attended by at least one member of the senior leadership team (Appointing Officer), who has gained accreditation in safer recruitment procedures. The Appointing Officer will ensure that others (staff and governors), who will be involved in the appointment process are aware of the safer recruitment requirements.

##### **INVITING APPLICATIONS**

The following statements (bullet points), will be publicised within any advertisement for the recruitment of staff to this school.

- Only applications submitted on the schools application form will be considered
- Ashton Hayes is committed to the protection and safety of its students
- All appointments will be subject to an enhanced DBS check

In publicity materials and within documentation relating to any recruitment and selection procedure the following statement will be used.

The school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All successful applicants will be required to complete an enhanced disclosure check, from the Disclosure and Barring Service (DBS).

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

- A job description: this will include a specific reference to the responsibility for safeguarding and promoting the welfare of young people.
- A person specification: this will include specific reference to suitability to work with young people, as an essential.
- The selection procedure for the post (key dates) Short listed candidates will receive further information.
- An application form. CV's will not be accepted as a substitute.

All prospective applicants must complete, in full, an application form. This should provide a full history, in chronological order since leaving school, including periods of training and employment, both paid and voluntary. This record should provide start and end dates, and reasons for leaving any employment. Any gaps should be explained.

### **SHORT-LISTING AND REFERENCES**

Short-listing of applicants will be matched against the person specification for the post.

Where possible, references will be taken up before the selection stage.

References will be scrutinised by the Appointing Officer, but will not be shared with the appointment panel prior to interview, unless there is a need to explore particular issues with the applicant at interview

References will be sought directly from the referee. References or testimonials provided by the applicant will not be accepted. References will not be accepted from friends or family members.

One referee should be the applicant's current or most recent employer. Where a candidate is not currently working with children, but has done in the past, a reference must be obtained from the employer who most recently employed the applicant to work with children.

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 capability of the applicant against the job description/person specification
- The applicant's suitability for working with children and young people.
- Any disciplinary warnings, including time-expired warnings that relate to the safeguarding of children.
- The applicant's suitability for this post
- The applicant's attendance and punctuality record

### **THE INTERVIEW**

Interviews provide an important opportunity to assess the applicant's suitability to work with young people.

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 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).

Applicants will always be required:

- To explain satisfactorily any gaps in employment.
- To explain satisfactorily any anomalies or discrepancies in the information available to the selection panel.
- To declare 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. Applicants will be asked specific questions in relation to this.

## **VOLUNTEERS**

If the school is actively seeking volunteers it will adopt the same measures it would when recruiting a paid member of staff.

If the volunteer is a parent who is well known to the school, a streamlined process will be used; seeking references, ensuring no staff have any concerns, and completing a DBS check (list 99 check if the volunteer is not going to be involved regularly and they are not going to be left unsupervised with students).

Where a volunteer is to be used for a residential visit, he/she will be interviewed, references will be sought, and he/she will be required to complete a DBS disclosure application and receive satisfactory clearance.

For volunteers who come into school as a "one off", the above measures will be streamlined, providing that the person is not left alone and unsupervised with children. In such a situation the volunteer must however still provide photographic proof of identity e.g. passport or photo card driving licence.

Where volunteers recruited by another organisation work for school, for example a sports coach, the school will obtain written confirmation from the organisation that the person has been properly vetted and they will also be expected to provide proof of identity including photographic evidence.

## **STAFF FROM SUPPLY AGENCIES**

The school will obtain written confirmation that supply agency staff have been properly vetted.

## **EMPLOYMENT CHECKS**

All successful applicants are required to:

- Provide proof of identity.

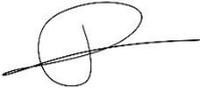
- Complete a DBS disclosure application and receive satisfactory clearance.
- Provide actual certificates of qualifications.
- Complete a confidential health questionnaire.
- Provide proof of eligibility to live and work in the UK.

## INDUCTION

All staff who are new to the school will receive induction training that will include the school's Safeguarding Policy, Child Protection, and guidance on Safe Working Practices.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate line manager(s) to ensure an understanding of the continuing responsibility for safeguarding and promoting the welfare of young people.

## SIGNATURES

In Consultation With		
Date Agreed	Name	Position
November 2021	Jon Gilbert 	Headteacher
	Ann Lowry 	Chair of Governors
<b>Date for Review:</b>	Summer 2024	