



Safer Recruitment Policy

1. Purpose

1.1 The purpose of this policy is to set out the school's approach to good practice in recruitment in line with nationally recommended approaches to safeguarding children. The school has adopted the procedures as laid out in **DFE-00140-2016 - Keeping children safe in education**

2. Applicability

2.1 This policy applies to all employees, governors and volunteers working in the school.

3. Policy

3.1 This school is committed to using robust, rigorous and fair recruitment and selection practices to appoint the best people to work in the school, to help deter or reject unsuitable applicants from applying for and gaining positions within the school, and to ensure that the workforce is fully committed to the safety and welfare of children in a safe and secure school environment.

4. Implementation

4.1 This policy will be implemented by using the safer recruitment criteria as identified in the DfE documentation **DFE-00140-2016 - Keeping children safe in education**

5. Roles and Responsibilities

5.1 The governing body will appoint a selection panel consisting of at least three of its members (excluding the head teacher) to appoint a head teacher or a deputy head teacher. It will seek, and have regard to, advice from the local authority (and the diocese, where relevant).

5.2 The governing body has delegated responsibility to appoint all other staff to the head teacher.

5.3 Governors may be invited to attend and be involved in recruitment and selection panels for staff in the school.

5.4 The head teacher is responsible for the internal organisation, management and control of the school. All staff and volunteers have a responsibility to ensure that the school environment is safe and secure for children and that appropriate procedures are followed.

6. Advertising

6.1 In the interest of fair and open recruitment, consideration will be given to advertising vacant posts and how best to bring them to the attention of persons qualified to fill them, including making use of any the local authority's advertising publications.

6.2 In the case of a vacancy for a head teacher or deputy head teacher, the governing body must advertise the vacancy or post in such manner. The governing body will seek advice from the local authority and the diocesan authority, where relevant.

7. Safer Recruitment Training

7.1 Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means that currently a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply. However, **Keeping children safe in education** states that, School Staffing (England) Regulations 2009, regulation 9: at least one member of a recruitment panel must undertake safer recruitment training which, subject to parliamentary procedure, from September 2014 will no longer need to be provided by a person approved by the Secretary of State. Schools may choose appropriate training and may take advice from their LSCB in doing so. The training should cover, as a minimum, the content of this guidance.

7.2 Training is available on-line at <http://www.education.gov.uk/e-learning/login>, or Wakefield Governor Services training programme.

7.3 The school will adhere to local authority guidance and ensure that staff and governors are suitably trained to undertake safe recruitment.

8. Equal Opportunities

8.1 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.

8.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership/non membership.

9. Safeguarding statement

9.1 As a school we will ensure that;

“Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.”

10. Single central record

10.1 A single central record of all pre-employment checks will be maintained, and will be available for inspection by the local authority as well as Ofsted. This includes;

- All staff who are employed to work at the school;
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- 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, e.g. a specialist sports coach or artists.

10.2 The single central record will include information on checks of;

- Identity;
- Any qualifications legally required for the job, e.g. those posts where a person must have QTS.
- Permission to work in the United Kingdom;
- Disclosure and Barring Service (DBS) Enhanced Disclosure including barred lists check;
- Further overseas criminal records checks where appropriate.

10.3 *For supply staff provided through a supply agency 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. 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.
