

Harriet House School

Safer Recruitment Policy:

Implementation date:
September 2015

Review date: September 2024



Safer Recruitment Policy

Purpose

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.

This applies to all employees, students and volunteers working in the school.

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

Roles and Responsibilities

The Head teacher and Deputy Head will design a job description, plan information packs including Safeguarding Policies and formulate an application form before the post is advertised.

The Head and Deputy Head will appoint a selection panel consisting of at least 3 people (including the Head and Deputy) one of whom must have completed Safer Recruitment training through their local authority or other regulated bodies.

The appointed body will meet prior to interview to discuss the interview process. The appointed body will ensure that the statutory guidance contained in Keeping Children Safe in Education is adhered to.

Advertising

In the interest of fair and open recruitment consideration will be given to advertising vacant posts and how to best bring them to the attention of persons qualified to fill them. In the case of a vacancy for

a Head Teacher or Deputy Head Teacher the appointed panel must advertise the vacancy or post in such a manner as it considers appropriate unless it has good reason not to.

Safer Recruitment and Training

Safer Recruitment Training became mandatory for the recruitment of school staff from 1st January 2010. This means a recruitment panel must have at least one member who has completed the training.

Equal Opportunities

Harriet House is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action that eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process will be applied fairly and consistently to all applying for positions within the 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.

Safeguarding Statement

Information sent out to all candidates for appointment will include the following statement:

“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 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 an enhanced Disclosure and Barring Service (DBS) check along with other relevant employment checks.”

Single Central Record

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

- *All staff who are employed to work at the school
- *All staff that are employed as supply staff or contractors.
- *All staff that have been chosen by the school to work in regular contact with children. This will cover volunteers; people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g., specialist sports coach or artists.

The single central record will include information on checks for:

- Identity

- Any qualifications legally required for the job
- Prohibition from teaching check (teachers only)
- Permission to work in the UK
- Declaration of childcare disqualification (for those working with children under 8) see Disqualification under the Childcare Act 2006-Publications – Gov.UK and the Childcare Disqualification Requirements-HR advice for schools.
- Disclosure and Barring Service (DBS) Enhanced Disclosure including barred lists checks
- Further overseas criminal records checks where appropriate

Following an offer of a position at Harriet House and subsequent acceptance, all new employees will be required to undertake an orientation and induction day.

For supply staff provided through a supply agency and contractors through a contractor organization, the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks for each individual that the agency supplies to the school. The school should record the date this confirmation is received on the SSR. 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 as the employee. Information disclosed as part of a DBS Disclosure will be treated as confidential. Where a contractor is self employed the school should obtain the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account.

Pre-interview checks and planning

1. Design a job description
2. Training and briefing people taking part in the selection process
3. Choose a method of selection
4. Advertise the post
5. Send out information packs including Safeguarding Policies
6. Go through application forms and check all information thoroughly
7. Shortlist applicants
8. Request references before interviewing
9. Scrutinise references

10. Carry out interviews and assessments
11. Discuss criminal convictions
12. Check gaps in career
13. Check identification documents/qualifications
14. Check qualifications and professional registration
15. Offer post and request an enhanced DBS/Medical form
16. Clearly document your reasons on why you employed them or decided against.

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