

Westgate Primary School – Safer School Recruitment

Schools need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children must be a priority for every School and incorporating safeguarding measures in the recruitment process is an essential part of that.

Aims of this policy:

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to the school.

Our philosophy

At Westgate Primary School we adopt a culture of collective responsibility. Everybody is concerned with the safety and well being of the children in our care and we adhere to the DFE's Keeping Children Safe in Education Guidance.

We accept that whistle blowing is a part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors, or the DSL.

At Westgate the health and safety of all children is of paramount importance. Parents send their children to school each day with the expectation that school provides a secure environment in which their children can flourish. We therefore have to ensure that this expectation becomes reality. In order to do this a wide range of measures are put in place and the safe recruitment of staff is just one of a number of processes which help us to achieve our objective.

Planning the process

A meeting to discuss the appointment process and in particular its timing will be held prior to each process beginning. Time will be appropriate allowed for to accommodate the following aspects of the process:

The length of time the advert remains live (allowing two clear weeks) and shortlisting - obtaining references (two clear weeks from closing date to allow referees time to respond)

Placing the advert

- Ensure a statement about safeguarding appears as part of the advert and the need for enhanced DBS clearance
- Only LA application forms will be accepted, not CVs.

Further details

- Include a clear job and role description and person specification, including a statement of responsibility and requirements for safeguarding
- It will be made clear that as part of the interview process questions about safeguarding children will be asked.
- A self disclosure form will be collected during shortlisting– this information will not be used as part of the shortlisting activity (an enhanced DBS check will still be sought)
- It will be made clear that the provision of any false information will lead to the application being rejected and if already selected a candidate will be dismissed and any other action seen to be appropriate by the appointing body will be taken.

Shortlisting

- Gaps in any candidates work history and any incomplete forms will be investigated
- Written references will be sought and received before interviewing takes place or posts will be offered subject to the receipt of acceptable references, one from a current / recent employer. Referees will be asked to confirm that the candidate is a suitable person to work with children. Westgate School reserves the right to obtain references from other employers and / or former educational establishments should we deem necessary.
- Any discrepancies in applications will be followed up by phoning the applicant

- All required checks on candidates will be made and any information about candidates that is available will be considered

Interviewing

- Candidates must bring with them three forms of identification (one of which must be a picture I.D.) in line with <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications-from-3-september-2018#group-1-primary-identity-documents>
- Candidates must also bring original documents and certificates to the interview.
- At least one senior member of staff who has been trained in safer recruitment will be part of the interview panel
- Questions on a candidate's suitability to work with children will be asked at every interview
- Open questions will be used to explore candidates suitability for the post and to ascertain the individual's attitude towards child protection.
- Candidates will be asked the same questions about the job and the role in school but may have different questions to explore issues on the applicant's application form and / or letter.

Offering the post

An appointment will only be confirmed once all checks have been completed satisfactorily:

- Full, enhanced DBS
- Overseas criminal record check where appropriate
- Original qualification certificates essential to the post
- Right to work I.D. checks see <https://www.gov.uk/legal-right-work-uk>
- Occupational health assessment
- Current and former employer references
- For teachers, confirmation they are not barred from the profession

The successful candidate will experience a staff induction and will access child protection training at the appropriate level.

Once appointed all checks will be retained in a personal file along with the application form, letter of application, DBS disclosure number and date and photocopies of the ID document to prove right to work in the UK.

A central record sheet is kept of all school staff, Governors and volunteers that have access to the school. All new employee's details will be added to the single central record.

Monitoring of this policy will include:

A member of the Governing body will be trained in safer recruitment practices and will monitor the effectiveness of this policy along with the Headteacher.

Policy review : September 2022