

# The Firs Lower School

## Safer Recruiting Policy Statement



The careful recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The school recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, gender, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

This document provides a good practice framework to comply with the principles set down in the schools Equal Opportunities Policy. The practices described in this document are designed to ensure a fair and objective process.

All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure.

The Criminal Records Bureau has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Criminal Records Bureau in relation to the processing, handling and security of Disclosure information.

The school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

The following recruitment procedures will be followed:

- Adverts for posts will contain a statement which indicates the school's adherence to safeguarding principles. (Appendix 1)
- A statement regarding the school's adherence to safeguarding principles will be available on the website in the recruitment section where candidates access materials. It will also be included in the application pack if a candidate requests it in person or by post.
- At interview, a question will always be directed at candidates to ensure the schools commitment to safeguarding is made clear and so that the interview panel can judge the candidates awareness of and commitment to child protection / safeguarding procedures.

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The following pre-employment checks will be undertaken:

- receipt of two satisfactory references (prior to interview)
  - verification of the candidate's identity
  - a list 99 check (in some residential establishments a check of PoCA list may also be required)
  - a satisfactory CRB disclosure.
  - verification of the candidate's medical fitness
  - verification of qualifications
  - verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted)
  - (the production of evidence of the right to work in the UK)
  - (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
2. Progress with the recruitment process will be recorded using the 'Recruitment and Selection Checklist' - Appendix 4 'Safeguarding Children and Safer Recruitment in Education' DCSF 2007. Completed checklists will be examined by the HR and Change Committee annually as part of the review of the Recruitment process.
  3. Keep and maintain a single central record of recruitment and vetting checks, in line with the DCSF requirements.
  4. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
  5. The School will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will refer names to the secretary of state in certain circumstances for possible inclusion on List 99 or PoCA list.