

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 Equality and Diversity, Child Protection and Induction Policies. The practices described in this document are designed to ensure a safe, 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 DBS Disclosure.

This School is committed to ensuring that it meets the requirements of the DfE Keeping Children Safe In Education document.

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 A)
- 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.
- An online search will be conducted for all shortlisted candidates. Any relevant information will be recorded and

The Firs Lower School  
**Safer Recruiting Policy**

included with the application information. Any information held on a successful candidate will be included on the Safer Recruitment Checklist.

- 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.
- If any concern or question arises during the recruitment process, the nature of the concern/question will be considered and the following actions will be considered:
  - Seeking further clarification from a referee
  - Adding an additional question (unscored) for that candidate
  - Seeking advice and support from Bedford Borough HR

The following pre-employment checks will be undertaken:

- receipt of two satisfactory references (prior to interview)
  - verification of the candidate's identity
  - a Barring check
  - a satisfactory DBS disclosure.
  - a teachers prohibition check
  - verification of the candidate's medical fitness
  - verification of qualifications
  - (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)
  - (For leadership posts and for Governors) – a section 128 check
2. Progress with the recruitment process will be recorded using a 'Safer Recruitment Checklist' – Appendix B and procedures will follow the guidelines in the latest version of 'Keeping Children Safe In Education'. Completed checklists will be examined by the HR Committee termly, as part of the review of the Recruitment process.
  3. A Compliance Statement form will be completed annually to confirm compliance with the recruitment policy. (Appendix C) that the Chair of Governors, HR Committee Chair and Headteacher will sign.
  4. A single central record of recruitment and vetting checks will be maintained, in line with the DfE requirements.
  5. All new members of staff will participate in the induction process, as set out in the School Induction Policy.
  5. We will 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.

The Firs Lower School  
**Safer Recruiting Policy**

6. We will respond appropriately to any concerns about the suitability of employees (and volunteers) once they have begun their role:
  - The School Safeguarding Team will discuss the issue and agree appropriate steps, depending on the seriousness of the concern.
  - If the concern is of a minor nature, a meeting will be organised with the individual concerned and any support or training, deemed appropriate, organised.
  - If the concern is more serious, more urgent formal action will be taken, if deemed appropriate e.g. reporting the matter to the Local Authority Designated Officer (LADO)
7. A Referral will be made to the school's HR provider's 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 the Barring List.
8. Recruitment records will be kept in line with the School GDPR policy.
7. A register of SLT and Governor safer recruitment training will be maintained; this will be the responsibility of the Office Manager.