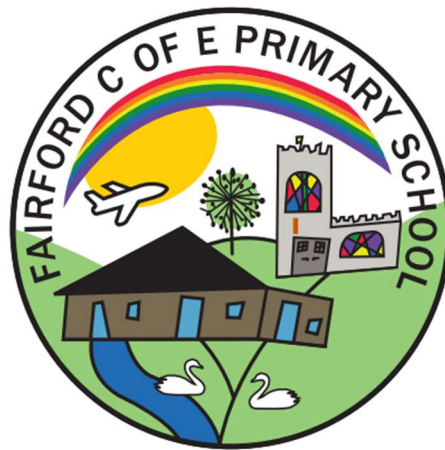


*Vision: Isaiah 49:16 "I have written your name on the palms of my hands"
Actively learning together in a safe, happy environment shaped by the certainty that
each individual is loved and known by God*

Fairford C of E Primary School



Safer Recruitment Policy

FAIRFORD C OF E PRIMARY SCHOOL
Safer Recruitment Policy

1. Vision and Values

Our school vision is: *Isaiah 49:16 "I have written your name on the palms of my hands"*
Actively learning together in a safe, happy environment shaped by the certainty that each individual is loved and known by God.

At Fairford Primary School we have chosen those values that best reflect our thoughts as a school and community

Perseverance
Friendship
Respect
Forgiveness
Trust
Thankfulness

INTRODUCTION

We are committed to providing the best possible care and education to our pupils and to safeguarding and promoting the welfare of children and young people. The school is committed to providing a supportive and flexible working environment to all its staff. We recognise that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

This Policy and the school's practice in relation to Safer Recruitment will be reviewed at least annually and whenever there is any updated guidance from with Gloucestershire County Council, The Department for Education (DfE) and The Gloucestershire Safeguarding Children Partnership.

This Policy and guidance takes into consideration DfE guidance: Keeping Children Safe in Education, (KCSiE).

Links with other policies

- Child Protection & Safeguarding Policy
- Complaints Policy
- Whistleblowing Policy
- Staff Code of Conduct

Purpose

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, marital status, disability or age
- To ensure compliance with all relevant KCSiE recommendations and guidance.
- To ensure that our school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Roles and Responsibilities

- The Governors of Fairford Primary School will:
 - Ensure the school has an effective policies and procedures in place for the safe and fair recruitment and selection of staff in accordance with current guidance and legislation
 - Monitor this process on a regular basis
 - Ensure appropriate staff and governors have completed safer recruitment training (at least every 5 years).
- The Headteacher will:
 - Ensure that the school operates a safe and fair recruitment and selection process and will review this on a regular basis to ensure continued compliance with guidelines and legislation
 - Ensure that all appropriate checks have been carried out on staff
 - Promote safeguarding and child protection policies and actions throughout the recruitment process and into the employment period of the applicant within school.

Recruitment and Selection Procedure:

- All job advertisements will clearly state that:
 - “This school is committed to safeguarding and promoting the welfare of children and young people and to the promotion of British Values.”
 - Any appointments are subject to an enhanced DBS check, satisfactory references and other medical and safeguarding checks prior to appointment, including, where appropriate, the right to work in the UK. This will also include, for shortlisted candidates, an online search process and a requirement to sign a self-declaration in respect of convictions, cautions and disqualifications.
 - If the successful applicant has lived or worked outside of the UK for a period of more than 6 months within the last 10 years they will be required to provide a police check (Certificate of Good Conduct) form that country to cover that period.

- If the role is for a teaching post, overseas trained teachers will need to provide a letter that the NARIC (National Recognition Information Centre) has agreed equivalence of qualification with the UK standards.
- All applicants for employment will be required to complete a Gloucestershire County Council application form containing questions that form a common set of core data.
- Incomplete application forms will not be accepted and will be returned to the applicant where the deadline for completed applications forms has not passed.
- A curriculum vitae will not be accepted in place of the completed application form.
- All job descriptions will include in the purpose of the post the statement that “all adults employed by this school are responsible for safeguarding and promoting the welfare of children throughout the school and are expected to always act in the interests of the child”.
- All job descriptions will make it clear in the main duties and tasks that all staff will be expected to promote safeguarding and child protection practices as well as demonstrate a commitment to promote fundamental British values.
- The information pack for candidates will include the application form and job description and will signpost the applicant to the school’s Child Protection and Safeguarding Policy, the Safer Recruitment Policy and the Policy statement in respect of the employment of ex-offenders.
- When short-listing, we will pay particular attention to unexplained gaps in employment, any discrepancies and repeated changes of employment. These will be discussed at interview.
- Shortlisted candidates will be required to complete and sign a self-disclosure form to share any convictions, cautions or disqualifications etc.
- References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinised, electronic references will be checked to ensure from a legitimate source. For successful candidates, written references will be verbally verified.
- Where the appointment is internal, references from internal referees will be requested prior to interview and must be from someone of authority and not a colleague.
- External references are to be sought from both the most recent employer and from the most recent educational setting.
- For external positions, in the odd occasion where the person cannot provide references as stated above, e.g. they are self-employed, have never worked or their previous employer only provides information to state that they were employed by them between certain dates, then every effort will be made to obtain references where the referee can give information around the conduct of the person in respect of children and young adults.
- Referees will be sought directly from the referee, copies of references or open references will not be accepted as the only references provided.
- At least one person from interview panel should check the references for any contradictions during interview.

- All interviews will be conducted by a minimum of two (usually three) people. A member of Senior Management will always be present. At least one member of the interview panel will have undertaken Safer Recruitment training.
- All candidates will be asked to bring documents confirming professional qualifications, (where relevant), and evidence of identity.
- The candidate will be required to:
 - Satisfactorily explain any gaps in employment
 - Satisfactorily explain any anomalies or discrepancies in the information made available to the panel e.g. references, identity, qualification evidence
 - Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values.
 - Demonstrate the suitability to work with children and young people.
- We will always apply for an Enhanced DBS check with barred list check for staff working in a regulated activity with children.
- All appointed staff will undergo an induction process which includes information and written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, health and safety and professional conduct.

Retention and Security of Disclosure Information:

- We will keep a single central record of DBS checks and other required checks carried out on staff, governors and volunteers working with children. This document will be checked on a regular basis by both the Headteacher and the designated safeguarding governor to ensure it correctly reflects the staff, volunteer and governors employed or involved with the school on a given day.
- We will store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's Senior Leadership Team.
- We will ensure that any copies of DBS certificates are destroyed after six months by suitably secure means.
- If an applicant is appointed, we will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will be confidentially destroyed after 6 months.
- Interview notes will be dated, signed and with named as to the person with appropriate safer recruitment training and retained with the interview paperwork.

Recruitment of ex-offenders

- As an organisation assessing applicants' suitability for positions which are included in the
- Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 using criminal record checks processed through the Disclosure and Barring Service (DBS), Fairford Primary School complies fully with the code of practice and undertakes to treat all applicants for positions fairly.
- Fairford Primary School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

- Fairford Primary School can only ask an individual to provide details of convictions and cautions that Fairford Primary School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and where appropriate Police Act Regulations as amended).
- Fairford Primary School can only ask an individual about convictions and cautions that are not protected.
- Fairford Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
- Fairford Primary School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records.
- Fairford Primary School select all candidates for interview based on their skills, qualifications and experience.
- At interview, or in a separate discussion, Fairford Primary School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
- Fairford Primary School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Safer Recruitment Training

The list of staff and governors who have completed safer recruitment training will be regularly reviewed and updated as part of the safeguarding governor's routine checks.

Safer Recruitment trained members of staff will include all current members of the SLT, the Chair of Governors and the Safeguarding Governor. Other members of staff may also be requested to undertake training, such as the Pre-School and Nursery Manager.