

Safer Recruitment Policy



Date: Sep 16

Written: Sep 10

Accepted by GB: Nov 10

Reviewed: Sep 12: changed Curriculum committee to Chairs for review of policy

Reviewed: Sep 15: changed CRB to DBS, included List 99 and Prohibition from Teaching. Added to role of governors regarding selection panels.

Reviewed: Sep 16: no changes

Gorse Covert Primary School

SAFER RECRUITMENT POLICY

Context

Safer recruitment is an important part of safeguarding children. This policy outlines the steps we can take to try to ensure that the people who are employed by the school's governors are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

Purpose

The aims of safer recruitment are:

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;

Having a safe culture is a key part of safeguarding - we do this by:

- Having effective recruitment including the undertaking of full pre-employment checks i.e. DBS, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary for the post), job application form and health statement, List 99 and Prohibition from Teaching. Furthermore, recruitment documents outline our commitment to safeguarding children.
- Follow Local Authority guidelines regarding Safer Recruitment
- Having effective induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding;
- Having open and transparent practice;
- Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind.

Consultation for this policy was made with the Governors, the local authority and staff

This policy is to be read in relation to other policies: Induction; Child Protection, Whistleblowing, Code of Conduct, Security Policy

Role Responsibility

- **Governors**
 - Establish this policy
 - Monitor and review the effectiveness of this policy
 - Be familiar with DCSF guidance on Safer Recruitment
 - Ensure at least one person on a selection panel has been trained in Safer Recruitment
- **Headteacher**
 - Ensure structures are in place to support the effective implementation of this policy
 - Consult on this policy
 - To complete Safer Recruitment Training
 - To develop and maintain school's recruitment procedures
 - To ensure vetting and checking processes are in place
- **Interview Panels**
 - To ensure child protection is central to the interview process
- **Administration**
 - To ensure vetting and checking processes are followed
- **All Staff**
 - To follow child protection policies and procedures

Arrangements for Monitoring and Evaluation

- Administration - cross-references "Single Central Record of Recruitment and Vetting Checks" with staff salary list and volunteer list
- Governors' Personnel Committee - review vetting and checking processes
- Governors' **Chairs** Committee - review Safeguarding policies and procedures