



# BUGLAWTON PRIMARY SCHOOL

*Be the Best We Can*

## **Safer Recruitment & Selection Policy and Procedures**

Member of staff responsible: Mr J Norris  
Date policy approved: Summer 2015  
Date to be reviewed: Summer 2018

### **Rationale**

Buglawton School *Safer Recruitment Policy and Procedures* forms part of a wider whole school commitment to safeguarding children, young people and vulnerable adults in its care. The document sets out clear systems and processes for all who seek voluntary and/or paid employment at or within Buglawton Primary School.

Buglawton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy is based on the guidance set out in the Department for Education (DfE) document – *Keeping Children Safe in Education (April 2014)*.

### **Scope**

The measures described in this policy will be applied to all who are employed to work at Buglawton Primary School who are likely to have contact with, and be perceived by, children as safe and trustworthy adults.

Incorporated within the scope of this document are staff employed by contractors, supply staff, volunteers and the like, who regularly work at Buglawton Primary School. Whilst they may not have direct contact with children as a result of their role/job, but nevertheless may be considered safe and trustworthy due to their regular presence on the school site.

### **Personal Data - Enhanced DBS and The School Central Register (SCR)**

The School holds a central record incorporating all employed staff and others that have contact with children. The register details a range of checks as set

out by the DfE. The record is maintained by the School Business Manager and/or the admin assistant.

### **Contractors**

Buglawton Primary School will ensure that all contracted staff engaged in building or similar works have the appropriate level of DBS check. At no time will contracted staff have unsupervised access to children without an Enhanced DBS check in place. If there is the possibility that contracted staff may come into contact with children without a check in place, then they will be escorted/chaperoned by a member of Buglawton staff.

Contractors will be issued with a daily pass clearly identifying them as such. The pass details will incorporate the individual's name, company name, date and time of entry.

The School will obtain an Enhanced DBS check for any self-employed contractor as they are not able to make a direct application to the DBS on their own account.

### **Volunteers**

All volunteers will be subject to Buglawton Primary School recruitment procedures. No volunteer who is in unsupervised regulated activity will be permitted to work at Buglawton Primary School without an enhanced DBS check being in place.

Where volunteers are recruited by another organisation that is engaged by the school, e.g. sports coaches from a local club, the school will obtain written confirmation from the organisation demonstrating that the person(s) have been appropriately checked. Where no such checks can be evidenced, the school will intervene until the organisation can demonstrate that the volunteer has been checked in accordance with DfE guidelines.

### **Supply Agency Staff**

No Supply Agency staff will be permitted to work at Buglawton Primary School without written confirmation from the agency of the individual's DBS disclosure number and date of clearance. All supply staff used by the school will be given a copy of the school's Safeguarding Checklist, Code of Conduct and Health and Safety Policy. Proof of eligibility to work in the UK must also be provided.

### **Guests & Visiting Speakers**

Guests and visiting speakers will not be required to have an enhanced DBS check and barred list check prior to their visit; however they will be supervised during their visit.

### **Governors**

All Governors who are volunteers will be treated on the same basis as other volunteers, that is, an enhanced DBS check with barred list check will only be requested if the governors are engaged in regulated activity.

## **Staff**

All appointments are subject to an Enhanced DBS check. This will be obtained prior to taking up their appointment. All staff appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching, via the Employer Access Online Service being checked by the school for such individuals.

## **Dual Occupancy Staff**

All staff based on the school site and employed by others, e.g. Cheshire East Council and other external agencies will be Enhanced DBS checked.

## **Trainee/Student Teachers**

An enhanced DBS certificate and barred list check will be obtained for any trainee/student teacher, normally provided by their educational establishment.

## **RECRUITMENT AND SELECTION PROCESS**

### **Advertising**

All adverts will be constructed to ensure they promote Buglawton Primary School's commitment to the safeguarding of students, young children and vulnerable adults.

### **Job Description and Person Specification**

All job descriptions (JD) and personnel specifications (PS) produced by Buglawton Primary School will be reviewed prior to advertising.

The JD/PS will summarise the main duties and responsibilities of the post. It will include the individual's responsibility for promoting and safeguarding the welfare of children and young people whom he/she is responsible for, or come into contact with, in line with the school's commitment to the safeguarding of pupils and young people.

### **Application Form**

The school will use a standard application form to obtain a common set of core data from all applicants. The school does not ask for a curriculum vitae and will not accept one in place of an application form.

### **Information Pack to Candidates**

The information pack sent out to candidates includes the following:

- Application form;
- Job Description and Person Specification;
- Buglawton School Safeguarding Policy;
- Statutory guidance document: 'Keeping Children Safe in Education'.

### **Shortlisting**

All applications are scrutinised by the interview panel members to ensure that they are fully and properly completed; that the information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.

Incomplete applications will not be accepted. Clarification may be sought around anomalies or discrepancies and/or gaps in employment history identified by the panel prior to shortlisting. The shortlisting panel will form the interview panel to ensure clarity and consistency. Applicants will be assessed equally against the criteria contained in the Job Description and Person Specification without exception or variation.

### **Exit Interviews**

All staff that resign from their post at Buglawton Primary School will be given the opportunity to attend an exit interview. The process will include a questionnaire and interview. The interview will focus on the reasons given for leaving in the questionnaire. The process will be private and confidential.

### **References**

The school will always seek references prior to interview and before making a formal offer. The school will also contact the applicant's current or last employer.

The school will not:

- Accept references and/or testimonials provided by the candidate.
- Accept references from friends, relatives or neighbours.

Where a reference is considered to be vague, the referee will be contacted and asked to provide written answers or amplification as deemed appropriate.

Information given by the applicant's referee(s) will be compared with the application form to ensure that there is clarity and consistency. Where there is a discrepancy this will be addressed with the applicant at interview.

The school will consider all information regarding previous convictions, disciplinary action and/or allegations on a case by case basis and in accordance with HR support and guidance.

### **Pupil Voice**

The school will endeavour to involve pupils in the recruitment and selection process. Pupil involvement is considered good practice and may take the form of an interview with the School Council or similar activity.

### **Invitation to Interview**

The invitation to interview will clearly indicate the following:

- Purpose;
- Date;
- Time;
- Outline of programme/itinerary.

All candidate IDs will be checked thoroughly on entry to the school site. To satisfy the school's ID checking process, candidates will be required to provide a current photographic image of themselves, e.g. driving licence or passport.

All candidates will also be required to evidence documents confirming their educational and/or professional status relevant to the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. Copies of the documents used to verify the successful candidate's identity and qualifications will form the basis of the successful candidate's personnel file.

### **Interview Panel**

The school will seek to have a minimum of three interviewers, one of whom will be the 'safeguarding' representative (they will have undergone Safer Recruitment training).

Where the interview is for a teaching post, the Headteacher, Deputy Headteacher or an Assistant Headteacher will form part of the interview panel.

### **Scope of the Interview**

All interviews will be clearly structured and include pre agreed questions. The interview panel will be required to record candidate answers. The recorded answers will form part of the successful candidate's personnel file.

The panel will ask candidate's specific questions relating to the information provided on application and in relation to the Job Description and Person Specification. Questions will be posed in relation to gaps in the candidate's employment history and/or discrepancies arising from the information provided by the candidate and/or a referee.

The panel will, in all cases, ask questions relating to the safeguarding of children, young people and vulnerable adults.

### **Conditional Offer of Appointment – Pre Appointment Checks**

A verbal and provisional offer of appointment to the successful candidate is conditional and subject to the following:

- Receipt of at least two satisfactory references as described above;
- Verification of the candidate's identity (if not verified at the interview);
- A satisfactory DBS Enhanced Disclosure check;
- Under section 60 of the Equality Act 2010, verification of the candidate's medical fitness where this is required as an intrinsic function of the role will be obtained through the interview and the school's Occupational Health provider;
- Verification of qualifications (if not verified at the interview);
- Verification of professional status where required e.g. QTS status (unless exempt), NPQH;

### **Notifying Candidates of the Outcome of Interviews**

All candidates are contacted as soon as reasonably practicable to advise of the outcome of the interview process. The contact will take the form of either a 1:1 meeting on the day following the interview process, or a telephone conversation between the candidate and a representative of the interview panel. Constructive feedback will be offered to all candidates regardless of the outcome.

The successful candidate will receive written confirmation of the offer of employment, subject to satisfactory written references being received by the school, a DBS Enhanced clearance and, under section 60 of the Equality Act 2010, verification of the candidate's medical fitness where this is required as an intrinsic function of the role.

A formal written offer of appointment will not be made until these checks are processed and deemed satisfactory.

### **Written Summary of Checks**

The school will hold a summary check sheet for every post as part of the Single Central Register (SCR).

### **Prohibition Orders and DBS Checks on Overseas staff**

Where appropriate, a check on any prohibition will be carried out via the Employer Online Access, and Enhanced DBS checks will be completed for staff from overseas. There may be exceptions, e.g. where the applicant has not previously lived in the UK. Notwithstanding this all the checks as previously described will always be completed.

In cases where an applicant has worked or been resident overseas in the previous 5 years, the school will obtain a check of the applicant's criminal record from the relevant authority in that country. Where possible to do so a certificate of good conduct will be obtained from the originating country's Embassy located in this country.

### **Post Appointment Induction**

In all cases, newly appointed staff will be subject to a probationary/induction period. Induction will be commensurate with the role. In all cases the probationary period/induction process will be initiated by the appropriate senior post holder. The process of induction will be cascaded down and the process monitored and reviewed at regular intervals.

The purpose of the induction process is to:

- Provide appropriate training and information commensurate with the role and the school's policies and procedures.
- Ensure staff are integrated and feel safe and valued.
- Establish the conduct expected of staff within the school.
- Provide a platform for new members of staff and/or volunteers to discuss any issues or concerns they may have regarding their role/responsibilities.
- Enable the line manager/mentor to monitor and review the new person's ability, suitability and/or capability.
- Reinforce policies and procedures in relation to safeguarding and promoting the welfare/wellbeing of children, young people and vulnerable adults.

All induction programmes will include Child Protection training. New staff will have the opportunity to evaluate their induction programme.

*This policy should be read in conjunction with the following documents:*

*Safeguarding Policy  
Code of Conduct  
Whistleblowing Policy  
Security Policy  
Single Equalities Policy  
Data Protection Policy*

**Signed: Mrs J Thorp  
Chair of Governors**

**Signed: Mr J Norris  
Headteacher**