

Linden Primary School



Safer Recruitment Policy

Status

Statutory Recommended X Good Practice X

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 2023 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.

This Policy and Guidance takes into consideration DfE guidance:

Keeping Children Safe in Education 2023

Consultation

Staff, governors and parents as appropriate

Links with other policies

Child Protection & Safeguarding Policy
Complaints Policy
Whistleblowing Policy

Monitoring and Evaluation

Annually X Every 3 years Other _____

Headteacher X Governing Body Other _____

Dates

Original Implementation March 2012 Reviewed November 2023
Next Review November 2024

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.

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”.
- 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 state the main duties of the post and include the statement that “all adults employed by this school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with”. “Always act in the interests of the child”.
- The information pack for candidates will include the application form and job description.
- When short-listing, we will pay particular attention to unexplained gaps in employment, any discrepancies and repeated changes of employment.
- 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.
- Internal references will be requested prior to interview (where possible) and must be from someone of authority and not a colleague.
- References are to be sought from both the most recent employer and from the most recent educational setting.
- 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 the GSCP Safer Recruitment on-line training or a one-day training course.
- All candidates will be asked to bring documents confirming professional qualifications and evidence of identity.
- We will always apply for an Enhanced DBS check with barred list check for staff working in a regulated activity with children. All volunteers will have an Enhanced DBS check.
- All Governors will have an Enhanced DBS check (School Governance Regulations 2016). In addition, if a Governor is engaged in a regulated activity they will require a barred list check.
- Where there are serious concerns about an applicant’s suitability to work with children, this will be reported to the Gloucestershire Safeguarding Children Board.
- 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, anti-bullying, anti-racism, physical intervention/restraint, internet 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.
- 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 disclosure information is destroyed after six months by suitably secure means such as shredding.

- 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 normally be confidentially destroyed after 6 months, unless the applicant specifically requests the school to keep their details on file.

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), Linden Primary School complies fully with the [code of practice](#) and undertakes to treat all applicants for positions fairly
- Linden 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
- Linden Primary School can only ask an individual to provide details of convictions and cautions that Linden 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)
- Linden Primary School can only ask an individual about convictions and cautions that are not protected
- Linden 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 dependants, age, physical/mental disability or offending background
- Linden 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
- Linden Primary School select all candidates for interview based on their skills, qualifications and experience
- At interview, or in a separate discussion, Linden 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
- Linden 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.