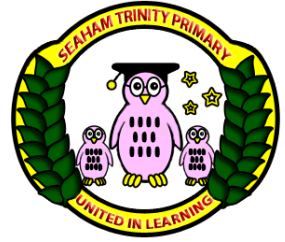


## **Seaham Trinity Primary School**



### **Safer Recruitment Policy and Procedures**

It is the responsibility of all staff, governors and volunteers at Seaham Trinity

Primary School to safeguard and promote the welfare of children and young people. This document sets out best practice, some underpinned by legislation, in recruiting new staff to the school to ensure we are carrying out our duty of care and employing suitable people.

### **Policy aims:**

To provide a safe environment for children and young people to learn

#### **Pre-recruitment**

Consider if the job is required and whether other internal arrangements would be appropriate (e.g. in relation to ring-fencing, temporary increase in hours, temporary acting up).

### **Preparation and Paperwork**

Ensure that at least one member of the interview panel has undertaken the NSPCC Safer Recruitment Training either on-line or at a locally delivered workshop (this must be re-taken after 5 years)

Review job description and person specification – include a safeguarding clause in each.

Undertake job evaluation via Human Resources, if applicable.

Consider whether Removal and Separation Allowances will be offered.

Draft advertisement – including safeguarding statement e.g. Seaham Trinity Primary School is committed to safeguarding children and the successful applicant will be required to provide an enhanced DBS disclosure'.

Prepare application pack for applicants to include:

☐ application form (standard or abbreviated version) – DO NOT ACCEPT CVs WITHOUT A COMPLETED APPLICATION FORM; ☐  
job description and person specification;

☐ Equal Opportunities Policy;

To prevent unsuitable people working with children and young people

To promote safe practice and challenge poor and unsafe practice

To ensure relevant staff/governors have relevant and up to date training in safer recruitment

### **Training**

The lead member of staff for recruitment is Ray Bushby- Head teacher

Ray Bushby has had relevant and up to date training – completed November 2016. This training is valid for 5 years.

Recruitment Procedures

## **SAFER RECRUITMENT AND SELECTION PROCESS**

☐ Disability Employment Policy;

☐ Declaration of Criminal Convictions Form – this document should not be referred to until the completion of any shortlist, to support the

## shortlisting decision

Arrange dates for shortlisting and interviews/ selection tests, and make arrangements for receiving applicants, e.g. room for interview, tests (if applicable). There is standard letter available.

Prior to shortlisting, provide each panel member with a shortlisting pack to include job description, person specification, application forms and shortlisting assessment form.

The shortlisting panel should consist of at least two people and should scrutinise any gaps in employment history/inconsistencies. Discrepancies between application form and references will also be checked before interviews take place.

After shortlisting the panel should consider the Declaration of Criminal Convictions Form if received from any applicant's, which should have been submitted in a sealed envelope. Send letter of invite to interviewee to include the DBS application form; medical forms; request to bring to interview original qualification certificates and identification; make reference to any tests/presentations/ days agenda and location map.

Take up references for all shortlisted candidates using the standard reference request letter and grid – consider any specific request by applicants for references not to be taken up prior to interview.

When references are received – ensure the referee has responded to all the questions and compare the information against that provided by the applicant. Do not consider open references, e.g. addressed 'To Whom It May Concern'.

### Interview Process

At least two interviewers. Prepare structured questions for each candidate, to measure the applicant's suitability to meet the requirements of the person specification to include exploring applicant's suitability to work with children and/or vulnerable adults. Along with specific questions for individuals related to the information provided on their application form or from their references, i.e. any gaps in employment history or anomalies that the panel may wish to explore.

Provide each panel member with an interview pack prior to the interviews, to include - job description, person specification, interview assessment form, copies of application forms, interview programme/timetable, references received and equal opportunities/disability employment policies.

The chair of the interview panel should ensure that at least one member of the interview panel has a Safer Recruitment Training certificate; brief the panel on equal opportunities and disability employment policies, recording procedure, questions agreed as above, candidate feedback procedure. During the interview process, the panel will take the opportunity to explore the applicant's responses to questions.

The panel should check the applicant's identity documents, original qualification certificates, professional status (if relevant) and eligibility to work in the UK (the outcome of these checks should be recorded on the school's Single Central Record (SCR) for the successful candidate only, including who checked the documents and date checked). Photocopies of qualifications and work permit documents **MUST** be taken. However other evidence of identity documents **MUST NOT BE TAKEN**. For the purpose of completing the school's SCR the DBS form can be used as a record of evidence seen to be transferred on to SCR for successful candidate.

### Post Interview

Offer of position can be verbal, followed by a written formal offer using template offer letter to successful candidate.

A conditional offer may be made subject to pre-employment checks and qualifications. However, successful applicant **must not** start work if the following checks have not been received/undertaken – this information should be recorded on the school's Single Central Record:

- ☐ Enhanced DBS checks are carried out for all new staff and renewed every 5 years
- ☐ For teaching staff the head teacher will carry out checks on the secretary of states barred from teaching list.
- ☐ For overseas candidates or staff returning from being overseas checks will be carried to the appropriate authorities within that country.
  - ☐ All staff will complete a disqualification by association form.
- ☐ Proof of identity including DOB and address, e.g. passport, driving licence and utility bill's.
- ☐ 2 satisfactory references, one from most recent employer and where a person has worked with children previously, the 2<sup>nd</sup> reference must be taken up from that employer.

☐ Professional Status and any legally required qualification, e.g. QTS and GTC registration – the employer must only recruit teachers who have QTS status. Photocopies should be taken and signed to confirm original copies have been seen.

☐ Proof of eligibility to work in the UK. Photocopies of passport/work permit documents and signed to confirm original copies have been seen. Health Declaration form for the successful candidate should be sent to Occupational Health.

All relevant details will be logged on the school's single central record. Personnel details are sent online in using the local authorities S.A.I.L system to the HR Schools Team, Human Resources, County Hall, Durham, DH15UL.

Where fixed term contracts are issued review dates are clearly stated and member of staff will be involved within this process and informed of outcome on completion of the review as to whether contracts are to be extended.

Arrange school induction (including Child Protection training) and ensure all relevant information is recorded on the school's Single Central Record and any review dates, e.g. for a work permit or yet to be completed DBS Disclosure, are monitored and up-dates are recorded.

Agreed by governors: October 2016

Agreed by staff: September 2016

Policy September 2016