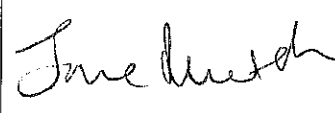





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**Safer Recruitment Policy**

DATE APPROVED BY SMNG	March 2017		
REVIEW DATE Every 1 year	Spring 2018		
SIGNED HEAD TEACHER		DATE	21/3/17
SIGNED CHAIR OF GOVERNING BODY		DATE	21/3/17.

Safeguarding children must be a priority for every school and incorporating safeguarding measures in the recruitment process is an essential part of that. (Working Together 2010/Safer Recruitment 2007)

The Governing Body takes all our Safer Recruitment responsibilities very seriously.

### **Aims:**

- To set out our philosophy for safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to St Mary's, Norwood Green.
- To ensure that all volunteers, agency supply staff and multi-disciplinary staff are subject to a robust vetting procedure and are included in the school induction programme.

### **Our philosophy:**

The Governing Body adopt a culture of collective responsibility. The safety and well-being of children and staff is paramount. We accept that whistle blowing is a part of our responsibility. All staff who have safeguarding concerns are encouraged and at times required to report these to the Head teacher, Chair of Trustees or Local Authority as appropriate. (Further guidance on reporting safeguarding concerns is contained within the Child Protection Policy.)

### **The Process:**

- Recruitment advertising must contain a Safer Recruitment Statement.
- The Job Description must be clear.
- The person specification must include child protection responsibilities.
- Written references must be taken up before interview.
- The interview process will be conducted by the Headteacher and at least one trustee or other member of staff depending on the job role, at least one of whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate will be followed in every case.
- The candidate's suitability to work with children will be explored at interview.
- The successful candidate's right to work in this country will be confirmed and evidence is required – e.g. sight of an original National insurance card, P60, P45, Visa or Passport.
- Where qualifications are mandatory candidates will be required to produce original exam certificates.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.

### **Inviting applicants:**

- All adverts must carry a statement on the School's Policy towards safeguarding children and the requirements for a Disclosure and Barring (DBS) check and a Disqualification by Association declaration.
- Candidates for any leadership role will be required to undergo a Section 128 check, to ensure that they not prohibited from school leadership.
- Candidate Information packs to include a statement on Safer Recruitment
- It will be made clear to candidates that only completed standard application forms will be accepted (not CVs).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidate's application form will be explored. This will include: incomplete forms and gaps in work history.
- Candidates must be willing to bring with them to the interview two forms of identification (one of which must be a photo I.D.).
- Candidates are required to bring original documents and certificates to the interview.
- Two references must be taken up prior to interview. One must be the current, or most recent, employer.
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the school HR advisers.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team, police or DBS Service (where appropriate), informing the LA, informing other schools where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children. References should be completed on the school reference template.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection.

### **Validation of checks:**

- All checks will be confirmed in writing.
- These checks will be retained in a personal file and will include: candidate's application form and letter of application, two references, DBS disclosure and medical check.
- A central record sheet will be kept of all school staff, Agency workers, Governors and volunteers who have access to the school.

### **Volunteers, Agency Workers & Multidisciplinary Staff (MD):**

- All agency workers and MD staff are sourced from companies / organisations

- that are required to carry out background checks
- The school vets all applications received from students or members of the public wishing to volunteer in school.
  - All agencies and organisations who provide staff are required to carry out pre-employment checks to include: references and qualification checks, eligibility to work in the UK and an enhanced police check.
  - Where a member of the public approaches the school directly with an offer of volunteering on a regular basis, the school will require 2 written references.
  - All Volunteers, Agency & MD Staff are required to attend an informal interview with a senior member of school staff who will assess their suitability to work with children.
  - All staff/volunteers are required to provide evidence of a DBS check or must agree to the school carrying out such a check.
  - All staff must provide photographic evidence of their identity e.g. original passport, driving license or NHS card.
  - All staff and volunteers will receive an induction to the school, overseen by a senior member of staff.

**Monitoring of this policy will include:**

- Examining staff turnover and the reasons for leaving.
- Conducting exit interviews.
- Providing new recruits and volunteers with child protection training.
- Providing the school trustees with a report as to the effectiveness of this Policy.
- One or more members of the school board of trustees will be trained in safer recruitment practices and will monitor the effectiveness of this Policy along with the Head teacher.

**Recruitment and training:**

- Monitor recruitment processes to ensure there is no bias against any particular group;
- Observe good equalities practice in staff retention and development and with full respect for legal rights relating to pregnancy and maternity;
- Provide training, if necessary, for staff or trustees.