



## **Yeadon Westfield Infant School**

### **SAFER RECRUITMENT POLICY 2022**

Review 2024

*This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.*

#### **Introduction**

This document sets out the duties and responsibilities of all staff at **Yeadon Westfield Infant School** in relation to recruiting and vetting staff, contractors or volunteers and for maintaining a safe learning environment. The process for dealing with allegations of abuse against staff or visitors is dealt with in the Dealing with Allegations section of Keeping Children Safe in Education. We will comply with Safer Recruitment best practice, We have a duty to ensure that all supply agencies and many contractors supplying services to the school also use Safer Recruitment techniques.

#### **Context**

Experience shows the importance of organisations that provide services to children operating recruitment and selection procedures and other human resources (HR) management processes that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them. Making safeguarding and promoting the welfare of children an integral factor in HR management is an essential part of creating safe environments for children and young people.

The measures described in this policy will be applied in relation to everyone who works at **Yeadon Westfield Infant School** including those who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers not on the payroll, e.g. staff employed by contractors, and unpaid volunteers.

## **Safer Recruitment Training**

Keeping Children Safe in Education [DFE 2016 requires that the Head teacher and at least one governor must have completed NCSL Safer Recruitment training, either online ([www.ncsl.org.uk](http://www.ncsl.org.uk)) or delivered by NCSL-accredited trainers.

## **Elements of Safer Recruitment**

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. The main elements of the process include:

- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children;
- ensuring that the person specification includes specific reference to suitability to work with children;
- obtaining and scrutinising comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS check;
- a social media check for due diligence

The attached checklist provides a convenient way of signing off each stage of the process and can be filed as a permanent record at the end of the process. Completion of this checklist will fulfil the statutory requirement to maintain a record of the recruitment and vetting checks which have been undertaken as specified in this guidance.

## **Policy statement**

"This school is committed to safeguarding and promoting the wellbeing of children and young people and expects all staff, governors and volunteers to share this commitment."

The statement above should be included in:

- Publicity materials
- Recruitment websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

## **Interviews**

The selection process for people who will work at **Yeadon Westfield Infant School** should always include a face-to-face interview even if there is only one candidate. At the interview, the identity of the successful candidate will be checked thoroughly to ensure the person is who he or she claims to be, and the successful candidate will be required to complete an application for a DBS check straight away. Consequently all candidates should be instructed to bring with them documentary evidence of their identity that will satisfy DBS requirements.

## **Conditional offer of Employment – pre-employment checks**

An offer of appointment to the successful candidate should be conditional upon:

- the receipt of at least two satisfactory references (if those have not already been received – see below);
- verification of the candidate's identity (if that could not be verified at interview);
- a satisfactory DBS check;
- verification of the candidate's medical fitness;
- verification of qualifications (if not verified at interview);
- verification of professional status where required e.g QTS status

NB In any case where a reference has not been obtained on the preferred candidate before interview, the chair of the interview panel must ensure that it is received and scrutinised, and any concerns are resolved satisfactorily, before the person's appointment is confirmed.

All checks should be:

- confirmed in writing;
- documented and retained in the personnel file and
- followed up where they are unsatisfactory or there are discrepancies

## **Post Appointment: Induction**

There will be an induction programme for all staff and volunteers newly appointed to **Yeadon Westfield Infant School**, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

DBS checks for staff will be renewed when appropriate. We expect all staff to notify the Head teacher of any cautions or convictions accrued whilst in the employ of this school.

## **The single central list [attached]**

We will make all recruitment checks as outlined earlier and will keep a single central list as described in DFE guidance. The single central list will include all employees, supply staff, relevant contractors and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, etc.
- DFE number
- Checks of permission to work in the United Kingdom;
- DBS check
- Prohibition Check
- List 99 check
- Further overseas criminal records checks where appropriate

## **Supply Staff**

**Yeadon Westfield Infant School** will expect supply agencies to comply with 'Safer Recruitment' techniques and we will seek written confirmation from each agency to this effect. We will require the DBS reference for each agency worker in order that this can be recorded on the single central list. In addition, we will seek to verify the identity of each agency worker when they arrive on site and these checks will also be recorded.

## Volunteers

Volunteers are expected to complete an application form which includes references. They are interviewed by the head teacher when the references have been taken up. At this meeting the head explains systems and procedures in particular with regard to safeguarding and child protection. We carry out DBS checks on volunteers.

### Recruitment and Selection Checklist

<b>PRE-INTERVIEW:</b>	<b>Initials</b>	<b>Date</b>
<b>PLANNING</b> Timetable decided: job specification and description and other documents to be provided to application reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc.		
<b>VACANCY ADVERTISED (where appropriate)</b> Advertisement includes reference to safeguarding policy, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked.		
<b>APPLICATIONS on receipt</b> Scrutinised – any discrepancies/ anomalies/ gaps in employment noted to explore if candidate considered for shortlisting.		
<b>SHORTLIST PREPARED</b>		
<b>REFERENCES – seeking</b> Sought directly from referee on short listed candidates: ask recommended specific questions: include statement about liability for accuracy.		
<b>REFERENCES – on receipt</b> Checked against information on application; scrutinised; any discrepancy/ issues of concern noted to take up with applicant (at interview if possible).		
<b>INVITATION TO INTERVIEW</b> Includes all relevant information and instructions.		
<b>INTERVIEW ARRANGEMENTS</b> At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/ assessment criteria/ standards.		
<b>SOCIAL MEDIA</b> Online checks will be carried out on shortlisted candidates		
<b>PRE-INTERVIEW:</b>	<b>Initials</b>	<b>Date</b>
<b>INTERVIEW</b>		

Explores applicants' suitability for work with children as well as for the post.		
NB Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file.		
CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS Offer of appointment is made conditional on satisfactory completion of the pre-appointment checks and for non-teaching posts there could be a probationary period		
REFERENCES (if not obtained and scrutinised previously).		
IDENTITY (if that could not be verified straight after the interview).		
QUALIFICATIONS (if not verified on the day of interview).		
Permissions to work in UK if required.		
DBS – Where appropriate satisfactory DBS check received.		
HEALTH – the candidate is medically fit.		
QTS – (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS.		
STATUTORY INDUCTION (for teachers who obtained OTS after 7 May 1999).		



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First Name	Surname	Address	DOB	Check evidenced & dated	Check evidenced & dated	Check evidenced & dated	Disclosure number	Check evidenced & dated	Checks required Yes / No	Checks complete Yes / No	Date of issue	Required Yes / No	Check evidenced & dated	DFE Number	Prohibition Check for Teachers
				List 99 or ISA check	CRB		Right to work in UK	Overseas Check				Qualifications			



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