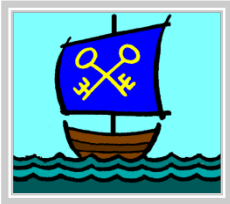


# ST PETER'S CATHOLIC PRIMARY SCHOOL



## Safer Recruitment Policy



### Aim

To ensure our recruitment practices help deter, reject or identify people who might pose a risk to children. This document must be read alongside 'Guidance on completing pre-employment checks' which is available on WSSfS

### Scope

This policy should be read and understood by all those that are involved in the recruitment of employees and/ or volunteers. Organisations that provide the school with agency workers or provide services on our behalf **must** have practices that are consistent with this Policy.

### Who Can Help?

- [DBSmailbox@westsussex.gov.uk](mailto:DBSmailbox@westsussex.gov.uk)/ 01243 642148 – Please contact the DBS team if you need any help in relation to the DBS.
- [HR.Professional.Support@westsussex.gov.uk](mailto:HR.Professional.Support@westsussex.gov.uk)/ 033022 22422 – Please contact HR Professional Support for questions in relation to pre-employment checks.
- Safeguarding Lead– Please contact the Local Authority's Safeguarding Team if you have any safeguarding concerns or questions.

### Principles

As a school it is essential that we do all that we can to ensure the safety and wellbeing of our pupils. One important aspect of this is the implementation of **Safer Recruitment Practices**.

Our Safer Recruitment Practices will help –

- Deter applicants with inappropriate motivations as they will not see the school as a 'soft target' and they will not see opportunities to abuse.
- Detect inappropriate behaviour at the earliest opportunity and respond decisively by rejecting the applicant.
- Prevent opportunities for abuse by proactively managing the environment, assessing risk and creating clear expectations of standards of behaviour.

## **Provisions**

This section covers Safer Recruitment provisions that **must** be implemented.

### General

We will ensure compliance with Keeping Children Safe in Education statutory guidance.

### Training

A minimum of one person on a recruitment panel **must** have completed Safer Recruitment Training. The training will cover, at a minimum, the content of the statutory guidance 'Keeping Children Safe in Education'.

It is best practice to have someone that has received Safer Recruitment training at each stage of the recruitment process, e.g. shortlisting.

### Role Profiles/Person Specifications

Role Profiles/Person Specifications **must** include a statement illustrating that safeguarding and promoting the welfare of children is an essential requirement of the role.

(Example. You are required: To safeguard and promote the welfare of all children; To understand and follow our safeguarding policies and procedures; To appropriately raise any issues of concern in order to protect children.)

### Job Advertisements

Job advertisements **must** include a statement illustrating our commitment to safeguarding and promoting the welfare of children.

Adverts **must** illustrate that the preferred candidate will be subject to a DBS check.

### References (More information in 'Guidance on completing pre-employment checks')

- References **must** be requested for all applicants invited for interview and must be returned and scrutinised prior to interview. Only where an applicant has not given consent for a reference to be obtained from their current employer prior to interview, will a reference be requested after interview for the preferred candidate.
- References for external appointments must – be a minimum of 2 references; cover a minimum 5 year period; include their last employer where they worked in a school; include their reasons for leaving.
- References must be independently verified, by – telephoning the author to confirm they provided the reference and checking the existence of the employer/school (phone book or internet search).

### Shortlisted Candidate Information Form

Applicants invited to interview must complete the Shortlisted Candidate Information Form prior to interview. Where required, content contained on the form will be discussed by the applicant and the chair at interview.

### Interviews

- Recruiters are responsible for carefully scrutinising Application Forms, Shortlisted Candidate Information Forms and references in order to identify any anomalies, employment gaps or safeguarding concern, which will then be discussed and understood at interview.
- The Interview Panel **must** ask questions that cover safeguarding, example questions are available in Appendix A.

### Pre-Employment Checks (More information in Guidance on completing pre-employment checks)

The successful **must not** commence employment prior to the completion of satisfactory pre-employment checks. This includes checking –

- References
- Shortlisted Candidate Information Form
- Qualifications and membership to a Professional Body
- Right to Work in the UK
- A medical
- A DBS
- Any overseas checks (where applicable) for example a Certificate of Good Conduct
- Prohibited Teacher Status check (where applicable)
- Qualified Teacher Status check (where applicable)
- Section 128 Check (where applicable)

### DBS Checks (More information is in the DBS Guidance)

Where the successful applicant's DBS certificate contains information the positive disclosure process **must** be followed.

### Overseas Criminal Record Checks (More information is in the DBS Guidance)

- If the successful applicant has lived or worked overseas in the last 5 years, they **must** obtain a certificate of good conduct or appropriate criminal records information for their time that has been spent overseas, where possible.
- For those that lived or worked overseas more than 5 years ago, the decision is with the school as to whether this is required.
- Where a certificate of good conduct contains information, the positive disclosure process must be followed.

### Overseas Teacher

- Teachers that have taught overseas will be requested to provide a letter of professional standing issued by the professional regulating authority in the country in which they worked.

### Induction

All new members of staff will be given an induction which will clearly identify our policies and procedures and where to find them. This will include –

- Safeguarding and welfare, e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and Whistleblowing Policy
- Raising a concern.

Policy approved by Governors 4<sup>th</sup> December 2018.

Reviewed and amended November 2019.

Reviewed and amended November 2021.

Reviewed November 2023.