Therefore, encourage one another and build each other up, just as in fact you are doing"

1 Thessalonians 5:11

Thatcham Park C.E. Primary & Nursery School,

Safer Recruitment Policy

Our Christian values underpin our ethos; every child is valued and encouraged to achieve their full potential. Every member of our school community is encouraged to respect and value each other. We want our children to learn to understand and respect our common humanity, diversity and differences so that they can go on to form the effective, fulfilling relationships that are an essential part of life and learning.

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1. **Purpose**

1.1 The purpose of this policy is to set out the school's approach to good practice in recruitment in line with the statutory guidance Keeping Children Safe in Education.

2. **Applicability**

2.1 This policy applies to all employees, governors and volunteers working in the school.

3. **Policy**

3.1 This school is committed to using robust, rigorous and fair recruitment and selection practices to appoint the best people to work in the school, to help deter or reject unsuitable applicants from applying for and gaining positions within the school, and to ensure that the workforce is fully committed to the safety and welfare of children in a safe and secure school environment.

4. **Implementation**

4.1 This policy will be implemented by using the safer recruitment guidance for schools provided by the local authority.

5. **Roles and Responsibilities**

5.1 The governing board will appoint a selection panel consisting of at least three of its members (excluding the head teacher) to appoint a headteacher or a deputy headteacher. It will seek, and have regard to, advice from the local authority (and the diocese, where relevant).

5.2 The governing board has delegated responsibility to appoint all other staff to *the headteacher and one or more governors* Note: If the delegation is made to governors only, the headteacher is entitled to attend all relevant procedures and offer advice which the governor or governors must consider

5.3 Governors may be invited to attend and be involved in recruitment and selection panels for staff in the school.

5.4 The headteacher is responsible for the internal organisation, management and control of the school. All staff and volunteers have a responsibility to ensure that the school environment is safe and secure for children and that appropriate procedures are followed.

5.5 Governing boards, headteachers and recruitment panels will ensure that the statutory guidance contained in Keeping Children Safe in Education is adhered to.

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6. Advertising

6.1 In the interest of fair and open recruitment, consideration will be given to advertising vacant posts and how best to bring them to the attention of persons qualified to fill them, including making use of any the local authority's advertising publications.

6.2 In the case of a vacancy for a headteacher or deputy headteacher, the governing board must advertise the vacancy or post in such manner as it considers appropriate,

unless it has good reason not to. The governing board will seek advice from the local authority (and the diocesan authority, where relevant) before deciding not to advertise.

6.3 Application forms must be completed by all applicants. It is not acceptable practice to rely on a curriculum vitae produced by a potential employee. Word of mouth recruitment or unsolicited applicants should be avoided as a means of filling a vacancy. Applicants making speculative contact should be asked to apply for a specific post and complete the relevant application form.

7. Shortlisting

7.1 All applications should be carefully scrutinised to ensure they are fully and properly completed. A minimum of two people should carry out the short listing process, one of whom should have completed appropriate safer recruitment and selection training.

7.2 All candidates should be assessed equally against the criteria in the person specification without exception or variation. This should be recorded on a short listing matrix.

7.3. Any anomalies or discrepancies or gaps in employment should be accounted for and checked. Reasons for frequent changes in employment and any other concerns should be explored.

7.4. Where possible all references should be obtained between short listing and interview. This enables interviewers to follow up on any information about past disciplinary action, allegations or discrepancies etc. at interview. If it is not possible to get references back before interview any queries on their content should be discussed with candidates once the information has been received.

7.5 Information from references should be compared with information on the application form to ensure that the information provided is consistent. Any discrepancies should be taken up with the applicant at interview or by phone if the

8. Safer Recruitment Training

8.1 Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply.

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8.2 An e-learning course is available from the NSPCC on-line at Safer recruitment in education course , or face to face training can be booked by emailing cyptraining@westberks.gov.uk

8.3 The school will adhere to local authority guidance and ensure that staff and governors are suitably trained to undertake safe recruitment.

9. Equal Opportunities

9.1 This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

9.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership/non membership.

10. Safeguarding statement

10.1 Information sent out to all candidates for appointment will include the following statement;

"Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks."

11. Single central record

11.1 A single central record of all pre-employment checks will be maintained, and will be available for inspection by the local authority as well as Ofsted. This includes;

- All staff who are employed to work at the school including salaried teacher trainees ;
- All staff who are employed as agency, supply staff* or contractors* ** to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artists.

11.2 Details of what to include on the single central record can be found in the safer recruitment guidance for schools.

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11.3 *For agency staff, supply staff provided through a supply agency and contractors through a contractor organisation the school will request written confirmation from the supply agency/organisation that it has satisfactorily completed all relevant checks for each individual that the agency/organisation supplies to the school. The school should record the date this confirmation is received on the SCR. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential. ** where a contractor is self-employed the school should obtain the DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

12. Criminal records self-disclosures

12.1. All applicants who are shortlisted for interview should be sent a criminal records self-disclosure form (available on SLA online). This should be completed and returned to a specified person at the school before the interview. Schools must ensure that a robust process for handling self-disclosures is in place that ensures the confidentiality of the sensitive data involved and ensures that only those with a genuine need to know the contents have access to it. Where the self-disclosure has an electronic signature, the candidate should physically sign a hard copy at interview.

12.2 The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that applicants do not need to disclose them to employers, and if they are disclosed, employers cannot take them into account. Further information can be found in the DBS filtering guide - GOV.UK.

12.3 The filtering rules are complex. Applicants should be sign posted to the Ministry of Justice website and/or seek advice from the NACRO website and from NACRO's 'What do I need to disclose guidance' for further advice on whether or not conviction or caution needs to be declared. It is important that schools allow sufficient time for shortlisted applicants to seek advice from NACRO before completing the form and that only things not subject to filtering rules are taken into consideration by the school.

12.4. The self-disclosure form should also ask short-listed applicants to declare anything else that would make them unsuitable to work with children in the role for which they are applying, for example:

- whether they are included on the barred list
- whether they are prohibited from teaching
- whether they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted (i.e. applicants only need to declare offences that are also criminal in England and Wales, something that would not be an offence in England and Wales need not be declared)
- if they are known to the police and children's social care

- if they have been disqualified from providing childcare
- any relevant overseas information

12.5 Obtaining the self-declaration enables candidates to share relevant information so this can be discussed and considered at interview before the DBS certificate is received.

12.6. Criminal records self-disclosure forms should be kept securely (in a locked filing cabinet or password protected if held electronically until – for unsuccessful applicants until the interview has been held and a decision not to employ has been made, and for successful applicants until information on the form has been compared with any content on the DBS certificate, and where required a positive disclosure decision has been made. After that the form should be confidentially destroyed/deleted. The positive disclosure form should be retained confidentially for the duration of employment as set out in section 46 below.