



The Straits Primary School

Safer Recruitment Policy

The governors at Straits Primary School are committed to safeguarding the welfare of our children and this policy has been drafted in accordance with the most recent “[Keeping Children Safe in education](#)” and “[working together to safeguard children](#)” DfE guidance and Local Authority Guidance. It is also aligned with the school’s safeguarding children policy and Staff Handbook.

Safeguarding and promoting the welfare of children is an integral factor of school management. All schools should protect children and promote their welfare by:

- providing a safe environment for children to learn in;
- creating a culture which recognises and understands the importance of safeguarding - including listening to and discussing with children;
- identifying children who are suffering or likely to suffer significant harm, both at school and at home, and referring immediately any concerns to the local authority children’s social care services;
- preventing unsuitable people from working with children;
- having systems and processes that ensure children are kept safe and allow for poor and unsafe practice to be challenged;
- identifying instances in which there are grounds for concern about a child’s welfare, and initiating or taking appropriate action to keep them safe; and
- contributing to effective partnership working between all those involved with providing safeguarding services for children.

Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children and providing a safe and secure school environment. The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

Roles and Responsibilities

The Head teacher, with support from the SLT, is responsible for the internal organisation, management and control of the school. However, all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

At Straits, the minimum requirement is that the Head teacher, Deputy Headteacher and one governor have completed Safer Recruitment training; the school’s ideal is that all members of the Finance and Personnel Committee have completed safer recruitment training. At least one of these persons should sit on all staff recruitment panels. The school will access both the Local Authority and the NSPCC safer recruitment training (<https://learning.nspcc.org.uk/training/safer-recruitment-education>).

Currently Paul Freear (Head), Daniel Wade (Deputy), Lewis Bourne, Jennifer Cornbill, Laura Round and Claire Jones have completed Safer Recruitment training.

Equal Opportunities

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. The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non membership, status or number of hours worked.

The Recruitment Process

In order to ensure safer practice in recruitment, Child Protection issues and the welfare of children must be considered at every stage of the selection process. This process should be adopted in conjunction with the most recent “[Keeping Children Safe in education](#)” DfE guidance **Part three: Safer recruitment: Recruitment, selection and pre-employment vetting.**

Vacancies will be advertised through external media (<https://www.wmjobs.co.uk/>, <https://www.gov.uk/find-teaching-job> and the school website) and will include a job description, person specification and detail the closing date. The contact point for telephone or email enquiries will be clearly outlined and applications will be made via an online application form, [Tribepad](#). In line with KCSiE 2024 guidance, a curriculum vitae (CV) will only be accepted alongside a full application form.

All advertisements, job descriptions, and person specifications will include a statement of the school's commitment to and responsibility for safeguarding and promoting the welfare of children.

The identity of all successful applicants will be verified and qualifications, ISA Barred List check, right to work in UK, self-declaration and DBS checks carried out. The results of these checks will be recorded on the school's single central record. If, for some reason the applicant fails to produce appropriate documentation at the interview, they must produce this at the earliest possible opportunity.

It is of paramount importance that the ISA Barred List check is undertaken PRIOR to appointment for all those applying to work in a school and that an enhanced DBS application has been requested, regardless of the level of contact with children.

PRE-EMPLOYMENT CHECKLIST:

1. Completion of a standard online application form ([Tribepad](#)) including declaration of convictions.
2. Face-to-Face interview whereby the individual is asked as to whether or not they have any convictions/cautions/bind-overs and we verify the candidate's mental and physical fitness to carry out their work responsibilities. (A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.)
3. Self-disclosure form completed at interview stage.
4. Verification of their identity.
5. Verification of the person's right to work in the UK.
6. DBS form completed by the successful candidate and identity checks carried out, to include photo ID (e.g. driving licence/passport) and address ID (e.g. utility bill).

Where applicants have subscribed to the DBS Update Service, and give permission for this to be accessed, this service will be used.

7. Barred List check
8. Completion of Health Declaration forms.
9. Receipt of 2 **satisfactory** references, scrutinised for discrepancies, anomalies and gaps in employment.
10. Where DBS clearance has not yet been received, it is only possible for the new employee to commence work as long as the DBS has been applied for, a separate barred list check has been completed, a risk assessment has been undertaken **and** they are supervised and monitored, pending receipt of a satisfactory DBS certificate.
11. Qualifications and verification of professional status (where relevant). The Teacher Services' system should be used to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.
12. If the person has lived or worked outside the UK, further checks the school considers appropriate. These checks could include, where available:

- [criminal records checks for overseas applicants](#) - Home Office guidance can be found on GOV.UK; and for teaching positions.
- obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Advice about which regulatory or professional body applicants should contact is available from the National Recognition Information Centre for the United Kingdom, [UK NARIC](#).

(for guidance - Some overseas qualified teachers can apply to the Teaching Regulation Agency (TRA) for the award of qualified teacher status (QTS) in England.)

References

The school will always seek written information about previous employment history and check that information is not contradictory or incomplete. References will be sought on all short-listed candidates, including internal ones, before interview, so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. They will always be requested directly from the referee and we will not rely on open references, for example in the form of 'to whom it may concern' testimonials. If a candidate for a teaching post is not currently employed as a teacher, we will check with the school, college or local authority at which they were most recently employed, to confirm details of their employment and their reasons for leaving.

On receipt, references will be checked to ensure that all specific questions have been answered satisfactorily. The referee will be contacted to provide further clarification as appropriate, for example if the answers are vague. They will also be compared for consistency with the information provided by the candidate on their application form. Any discrepancies will be taken up with the candidate. Any information about past disciplinary action or allegations will be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Teacher Services' checks referred to previously).

If for any reasons references are unable to be obtained, the school will seek advice from the local authority, complete a risk assessment along with all other pre-appointment checks and link an SLT member to supervise and monitor the staff member.

Interviewing and Training

Safeguarding guidance recommends that the selection process for people who are applying to work with children should always include a face-to-face interview, even if there is only one candidate. The recruitment panel will comprise the Line Manager of the post and other people involved in the shortlisting process, e.g. Head teacher/Governors.

Interview panels should explore issues relating to Safeguarding and promoting the welfare of children including:

- Motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.
- The candidate's mental and physical fitness to carry out their work responsibilities. (A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role.)

Volunteers

When seeking to recruit volunteers, who will be seen by children as safe and trustworthy, it is essential to adopt the same procedures as for paid staff, particularly if the individual is not known to the school. Where volunteers come into school via another organisation, such as sports coaches, a check should be made with the club to ensure that proper vetting has taken place.

Induction

Our Induction Programme includes:

- A Face-to-face meeting with the Headteacher and Designated Safeguarding Lead.
- An Induction folder with key policies and guidance: Safeguarding and Child Protection, KCSIE, working together to safeguard children, behaviour, anti-bullying, physical intervention/restraint, online safety and any local child protection/ safeguarding procedures.
- Safe practice and standards of conduct and behaviour expected of staff and pupils in the school (refer to Staff Code of Conduct)
- How any concerns should be raised, and with whom.
- Attendance at appropriate Child Protection and safeguarding training.

Record Keeping

In addition to the staff record kept in school (Integris) and in individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.

The record will contain details of checks on the following people:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff 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 (regulated activity). This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils e.g. a specialist sports coach, or artist.

The record of checks will be kept up to date, stored securely in the main office and be readily available for Ofsted and HMI Inspections.

For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. 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.

The central record will indicate whether or not the following have been completed:

- an identity check;
- a barred list check;
- an enhanced DBS check/certificate;
- a prohibition from teaching check;
- further checks on people who have lived or worked outside the UK (see KCSiE);
- a check of professional qualifications, where required; and
- a check to establish the person's right to work in the United Kingdom.

Protection of Children Act and Referral to the Children’s Safeguarding Unit (List 99) at the DfE

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have lead to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children’s Safeguarding Unit (List 99) at the DfE.

Data Protection

This Policy adheres to the principles under data protection law. For further information please review the School’s Data Protection Policy published on the School Website. This policy will be reviewed on a annual basis. The Finance and Personnel Committee of the Governing body will monitor the implementation and impact of this policy.

Signed by:

Chair of Finance and Personnel:

Date:

Head teacher:

Date:

Agreed at the Finance and Personnel Committee Meeting on: