

SAFER RECRUITMENT

POLICY STATEMENT:

New Christ Church Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

Application Form

All applicants seeking to work with children must complete an application form which asks for key information in a consistent format. This school uses the recommended RBC application forms which ask for:

- Full personal information, including any former names by which the person has been known in the past
- A full history of time spent since leaving school including periods of paid and voluntary work, further education or training, giving start and finish dates, reasons for leaving and an explanation of any gaps.
- Details of any relevant academic/vocational qualifications
- An explanation that the post/role is excepted from the provisions of the Rehabilitation Of offenders Act 1974 and therefore questions may be asked about all convictions including those regarded as 'spent'.
- A declaration that the person has no convictions, cautions, warnings, reprimands or bind-overs or where these exist details, including dates, in a sealed envelope marked confidential.
- A declaration that should they provide false information or omit any material fact they will be liable to dismissal if appointed and possible referral to the police.

Identification

All candidates/volunteers must provide documentary evidence of their identity - either full birth certificate, passport or photo card driving licence - and additionally a document such as a utility bill that verifies the candidate's/volunteer's name and address. Where relevant, change of name documentation must be produced.

Shortlisting and References

Short-listing of candidates will be against the person specification for the post

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

All people wanting to work with children will undergo a face to face interview, usually with at least 3 interviewers that assesses both their suitability for the particular role and their attitude towards and motivation for working with children.

CRB Disclosure

All people, including volunteers, who work with children are required to consent to an enhanced Criminal Records Bureau (CRB) disclosure. This will be obtained by the school and approved before the individual has unsupervised access children. In situations where there is a delay in obtaining CRB clearance, a detailed risk assessment will be completed ahead of the candidate starting work. In this situation, the school will take further advice from RBC HR Department and will apply this advice in full.

An Enhanced Criminal Records Bureau Disclosure is required for any one who has regular* contact with children or access to confidential records - (* "regular" is defined in 'Safeguarding Children and Safer Recruitment in Education' as '3 or more times in a 30 day period, or overnight').

Consent for a retrospective Criminal Records Bureau Disclosure is required if an existing member of staff works with children.

Criminal Records Bureau disclosure regulations require the destruction of disclosures after 6 months. However, a central confidential record will be kept of who obtained the disclosure, the date it was obtained, the level of disclosure and its unique number.

All employees/volunteers working with children must be made aware that they have the responsibility to declare to a designated person within the organisation, any convictions, cautions, warnings, reprimands or bind-overs that they incur subsequent to obtaining their disclosure.

Training

The Head Teacher and the Child Protection Governor have undergone safer recruitment training

Where available, they should also undertake any other recruitment and selection training specific to the school.

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. All staff new to the school will undergo Level 1 Safeguarding training at the earliest opportunity.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

This policy was reviewed in November 2009.

Approved by the Governing Body: 8.12.09

It is reviewed annually; next review December 2010