

TARPORLEY CE PRIMARY SCHOOL

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 4-11. As a Church school we hold our Christian Values at the heart of everything we do. These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education

Safer Recruitment Policy



Tarporley CE Primary School
Safer Recruitment and Selection of Staff and Volunteers working with children.

1 Introduction

“Working together to Safeguard children” (2006) lists, under the policies and procedure function of the Local Safeguarding Children board, sets out the boards responsibilities in developing policies and procedures to safeguard and promote the welfare of children. This includes recruitment and supervision of people who work with children.

Safe recruitment is central to the safeguarding of children and young people. All organisations which employ staff or volunteers to work with children and young people have a duty to safeguard and promote their welfare. This includes ensuring that the organisation adopts safe recruitment and selection procedures which aim to prevent unsuitable persons from gaining access to children.

The following guidance for LSCB partner agencies is based on current legislation, guidance and best practice. It aims to promote consistent practice across all partners.

It is the responsibility of each agency or organisation, including within the voluntary and community sector, to consider how these principles can be embedded in and applied to their organisation.

Where appropriate, this will be in consultation with their personnel or human resources advisor, or other advisory body. This guidance should be set in the context of agency/ organisations existing recruitment and selection process/procedures and practice. It does not cover all aspects of recruitment and selection but focuses on safeguarding elements.

This guidance applies to all adults who have contact with children and young people through their work whether in a paid or voluntary capacity. It applies to permanent, temporary and agency staff and to those recruited from overseas. The guidance also applies to staff who do not have direct responsibility for children, but who will have contact with children and/or have access to confidential and sensitive information.

The principles of safe recruitment should also be included in terms of any contract or service level agreement drawn up between the organisation and contractors or agencies that provide services for, or staff to work with, children and young people.

2 Elements of Safe Practice for all Partner Agencies, including those who work primarily with adults.

Safe practice in recruitment means giving consideration to safeguarding arrangements at every step of the process.

2.1 Job Description

In addition to the main duties of the post a job description should record

- The extent of contact with/ responsibility for children and young people.
- Post holders responsibilities in respect of promoting and safeguarding the welfare of children (This also includes posts where the work is mainly with adults, but where adults may be parents/ grandparents etc)

2.2 Information packs

Job information packs to candidates should include information that highlights the importance of rigorous selection processes, and the duty to safeguard and promote the welfare of children. It should be clear that proof of identity will be required, as well as DBS checks where appropriate. The child protection policy statement should be included in the pack.

2.3 Advertising

It is important to be clear about the mix of the qualities, qualifications and experience a successful candidate will need to demonstrate, and whether there are any particular matters that need to be stated in the advertisement for the post, in order to prevent unwanted applications.

The advertisement should include information about the employers commitment to safeguarding and promoting the welfare of children and young people, and reference the need for successful applicants to undertake appropriate criminal record checks and vetting processes where appropriate.

2.4 Application form

Employers should use an application form to obtain full and detailed information about the applicant. It is not good practice to accept curriculum vitae in place of application forms as these will only contain information that the applicant wishes to present and may omit relevant details. Application forms should obtain:

- Identifying details of the applicant including current and former names, current address, and National Insurance number. Note: to comply with employment equality regulations some personal information will not be available to those involved in the short listing process.
- Details of academic and/ or vocational qualifications with details of awarding body and dates awarded.
- A full chronological history of education and employment, with start and end dates, reasons for leaving employment and explanations of any gaps in chronology.
- Details of referees. One referee should be the applicant's current or most recent employer/ line manager, not a colleague. Normally 2 referees should be sufficient.
- Information about any previous convictions, cautions, reprimands, warnings or bind overs, both personal and professional.

2.5 (i) Scrutinising and short listing

The same selection panel should shortlist and interview the candidate. At least one member of the panel should have undertaken safe recruitment and selection training.

All application forms should be scrutinised to ensure that:

- They are fully and properly completed.
- The information is consistent and does not contain any discrepancies
- Gaps in employment/ training or a history of repeated changes of employment are identified.

Any anomalies, discrepancies or gaps should be noted, so they can be taken up as part of the consideration of whether to shortlist the applicant, as well as consideration for checking/ clarification if the application progresses to interview.

2.5 (ii) Lesson Observations

When appointing a member of the teacher staff at least two members of the identified selection panel will carry out lesson observation at either the candidates school or in Tarporley CE primary school.

2.6 References

The purpose of seeking references is to obtain objective and factual information to support appointment decisions.

- References should always be sought and obtained directly from the referee.

- References or testimonials provided by the candidate, or open references, i.e. “to whom it may concern” should not be accepted. Open references/ testimonials may be forged or the result of a “compromise agreement”
- References should be sought on all short listed candidates, including internal ones. If possible these should be obtained prior to interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.
- Where a reference has not been obtained before the interview, once received it should be scrutinised and any concerns resolved satisfactorily before any appointment is confirmed.

If an applicant is not currently employed in working with children, but has previously done so, then it is advisable to check with the last relevant employer to confirm details of their employment and reasons for leaving

To support safe recruitment questions to the referee should include:

- The referee’s relationship to the candidate.
- Whether the applicant has been the subject of disciplinary sanctions and whether the applicant has had any allegations made against them, or concerns raised, which may relate to the safety and welfare of children or the applicants behaviour towards children. Details about the outcomes of any such concerns should be sought.
- Whether the referee is satisfied that the candidate is suitable to work with children, and if not the referees concerns and why they think the candidate is not suitable

On receipt of references:

- They should be checked to ensure all questions have been answered satisfactorily.
- Prior to confirmation of appointment it would be good practice to telephone referees to confirm their views on the candidate and to ensure the information provided is accurate.
- **Any information about past disciplinary action or allegations** should be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago or an allegation determined to be unfounded or did not require formal disciplinary sanctions, and in which no further issues have been raised, are less likely to cause concern than more serious or recent concerns, or issues that were not resolved satisfactorily. A history of repeated concerns or allegations over time should give cause for concern

2.7 Interviews

An interview panel of at least two people is recommended. At least one member of the panel should be trained in safe recruitment practice. Interviews should always be face to face even if there is only one candidate. Notes should be made and retained of candidate’s responses to interview questions.

To support safe recruitment practice, in addition to assessing and evaluating the applicant’s suitability for the post the interview should explore:

- The candidates attitude to children and young people
- The candidate’s ability to support the organisations agenda for safeguarding and promoting the welfare of children and young people.
- Any gaps in the candidate’s employment or education history.
- Any concerns or discrepancies arising from information provided by the candidate and/ or referees.
- Whether the candidate wishes to declare anything relating to the requirements for Criminal Records Bureaux (DBS) checks.

2.8 Employment Checks

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

- Proof of identification, obtained by referring to appropriate documentation. This should be original copies of either, birth certificates, passports, driving licence or naturalisation certificates.
- Receipt of at least two satisfactory written references, where possible confirmed by telephone.
- A satisfactory DBS or enhanced DBS disclosure, which includes checks of DCSF list 99 (information held under Section 142 of Education Act 2002) and PoCa/POVA, including any overseas DBS check if appropriate.
- Evidence of permission to work for those who are not nationals of a European Economic Area Country.
- Verification of a candidate's medical fitness as received from OHU.
- Verification of any qualifications.
- Verification of any professional status/ registration where required, e.g. GSCC for social workers, GTCE for teachers, GNC for nursing midwifery.
- For teachers, check on the Employer Access Service website for any prohibition or suspension orders and qualified teacher status.

All checks should be:

- Confirmed in writing/ original evidence.
- Documented and retained on personal files (subject to restrictions on retention of information imposed by DBS regulations).
- Followed up where they are unsatisfactory or where there are any discrepancies in the information provided.

Where the candidate:

- Is found to be on list 99 or the PoCa/POVA list, or the DBS disclosure shows the person has been disqualified from working with children by a Court
- Has provided false information in, or in support of their application
- Gives rise to serious concerns about their suitability to work with children

These issues should be reported to the police and/ or DCSF Children's Safeguarding operations Unit.

Anyone who is barred from working with children in a regulated position, as set out in Section 39 of the Criminal Justice and Court Services Act 2000, is committing an offence if they apply for, offer to do, accept or do any work in any regulated position set out in the Act. It is also an offence for an employer to knowingly offer work in a regulated position, or to procure work in a regulated position for an individual who is disqualified from working with children, or fail to remove an individual from such work.

2.9 Post appointment induction and maintaining a safe culture.

There should be an induction programme for all staff and volunteers that includes:

- Training and information about the organisations safeguarding and child protection policies (at a level commensurate with the member of staff role and responsibilities with regard to children and young people).
- Confirmation of the conduct expected of staff.
- Outline the support available to staff; how they can raise issues relating to their roles and responsibilities, and how concerns will or issues will be addressed in respect of their roles, responsibilities or behaviour.
- Ensuring that staff receive/ are aware of how to access policies and statements relating to:
 - Policies and procedures relating to Safeguarding.
 - The identity and responsibilities of staff with lead responsibilities for safeguarding.
 - Safe practice and standards of conduct and behaviour expected.
 - Other relevant personnel procedures, including whistle blowing; disciplinary procedures etc.

Maintaining a culture of safeguarding and promoting the welfare of children and young people can be achieved through:

- A clear written statement of the standards of behaviour and boundaries of appropriate behaviour expected of staff and volunteers
- Appropriate induction and safeguarding training.
- Regular briefing and discussion of relevant issues.
- Effective supervision and staff appraisal processes.
- Clear reporting systems if a user, member of staff or other person has concerns about the safety of children.

Useful Links

<http://www.ofsted.gov.uk/portal/site/Internet/menuitem.eace3f09a603f6d9c3172a8a08c08a0c/?vgnnextoid=60dba056fa391110VgnVCM1000003507640aRCRD> Link to "Safe and Sound-checking the suitability of new staff in regulated Social Care" (commission for Social Care inspection June 2006)

<http://www.DBS.gov.uk/> link to Criminal Records Bureau home page

<http://www.everychildmatters.gov.uk/independentsafeguardingauthority/> Link to information related to the development of Independent safeguarding authority, vetting and barring scheme, safeguarding vulnerable groups act

http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_4134725 link to guidance on Protection of vulnerable Adults (POVA) scheme

<http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DFES-1834-2005&> link to a practical guide to Protection of children Act

Signed : K Forrester

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