



Safer Recruitment Policy

Recommended by:

Resources & People Committee

Date: 15 October 2015

Adopted at Full Governing Body Meeting

Date: 24 November 2015

Signed by R J Collis DL, Chair of Governors:

Review date: Autumn Term 2017 (earlier if any legislative change)

Safer Recruitment Policy – September 2015

1. The Cottesloe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow guidance as detailed in:
 - Buckinghamshire County Council Safer Recruitment Toolkit for People Working with Vulnerable Groups (October 2014)
 - Department for Education Keeping Children Safe in Education (July 2015)
 - HM Government Working Together to Safeguard Children (March 2015)
2. We are committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable our students to learn and thrive in a happy, caring and safe environment.
3. All adverts and job descriptions/person specifications will contain a safeguarding statement.
4. When recruiting any staff there is at least one member of staff on the interviewing panel who has completed the Safer Recruitment in Education Training.
5. All staff employed (including regular visitors, volunteers, contract staff, supply staff, trainee teachers and peripatetic music teachers) will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service.
6. All applicants for any post within the school will be required to complete an application form and a curriculum vitae will not be accepted in place of this.
7. All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All applicants shortlisted will have references taken up, and this may include review of social media posts. References will be sought directly from the referee and open references will not be accepted.
8. During the shortlisting process all applications will be carefully scrutinised to ensure that the information provided is consistent, does not contain any discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion.
9. During interview any discrepancies noted from the shortlisting will be explored. If the interviewing panel are not satisfied with any explanation given the applicant will not be successful.
10. A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:
 - Receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people.

- Verification of the candidate's identity and entitlement to work in the UK.
 - Barred list check obtained and risk assessment undertaken if candidate is to start prior to DBS clearance.
 - Enhanced Disclosure via DBS.
 - Provision of a Certificate of Good Conduct where a candidate has lived outside the UK for six months or more within the last five years.
 - Teaching posts - NCTL Prohibition Order check.
 - Verification of the candidate's medical fitness for the appointed role.
 - Verification of professional qualifications (eg. PGCE, QTS, Statutory Teacher Induction, NPQH, IOSH, CIMA, etc).
 - Non-teaching posts - satisfactory completion of the probationary period.
11. There is a Single Central Record kept in school listing every member of staff which includes details of the checks outlined above.
12. New staff will receive induction information about safeguarding procedures and statutory safeguarding training will be arranged by the school's Deputy Designated Safeguarding Lead. They will also receive copies of the school's Child Protection Policy, Code of Conduct for Teaching and Support Staff, Conduct and Discipline Policy, Whistleblowing Policy and Professional Boundaries: Your Role with Children and Young People booklet. All staff are subject to annual performance management and appraisal.

The school will submit an annual Safeguarding Report to the Governing Body and the Local Authority Education Safeguarding Advisory Service.

This policy should be read in conjunction with the school's Child Protection Policy.

Review

This policy will be reviewed in two years (earlier if any legislative change).

September 2015