

SAFEGUARDING CHILDREN :

SAFER RECRUITMENT POLICY
Extracts for applicants

Our Position**

Wolgarston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As a school we aspire to have a safe, supportive school culture that is characterised by:

- Setting behavioural boundaries for pupils and staff ~ *see the school's various behaviour and bullying policies.*
- Listening and investigating when inappropriate behaviour is reported ~ *see the school's complaints and Child Protection policies.*
- Adopting a stringent approach to the safer recruitment of staff as required by the appropriate national legislation ~ *as contained in this policy and guidelines document.*
- Providing a high standard of experience for students in teaching and learning.
- Offering high quality student support.

Our Policy**

Generally**

1. Governors seek to fulfil their legal obligations¹ to safeguard children and young people by adopting a safer recruitment process that:
 - Is robust in protecting both children and young people and those adults working with them (including governors, volunteers and those involved in extended schools and community initiatives).
 - Ensures clarity for all those applying for posts within the school so that the school can recruit the best available people to complement and enhance teaching, learning and school support services
 - Deters unsuitable individuals from applying.

¹ the provisions and principles of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 the statutory guidance, *Safeguarding Children: Safer Recruitment and Selection in Education Settings* and the school's equal opportunities policy.

2. The Governors fully recognise that applicants of both sexes and of all racial groups have a right to equal opportunity in employment. The Sex Discrimination Act 1975, the Race Relations Act 1976 and the Disability Discrimination Act 1995, as each amended, make it unlawful to discriminate against an applicant for employment, or an existing employee, on the grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief.

3. The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school development plan.

4. At least one Governor (as well as the Head Teacher and Business Manager) will be required to undertake recruitment selection training including Safe Recruitment Training at the earliest opportunity

5. The procedure for the appointment of the Head teacher or Deputy Head Teacher differs from that of other staff².

Applications and short listing**

1. Applications will be scrutinised by those involved in the appointment using a short-listing matrix based on the job and person specification.
2. Anomalies, discrepancies and employment gaps will be noted and pursued at interview if the candidate is short-listed. Declaration of disability will be checked at this stage
3. If the field of applicants is felt to be weak the Head Teacher can re-advertise the post.
4. A short list of candidates will be drawn up.
5. Two references will be called for those short-listed, seeking information based on the job and person descriptions as well as a direct question addressing safeguarding children and young people.
6. The reasons for non-selection for interview will not be given or offered.
7. Electronic applications will require the applicant to sign the school copy upon arrival at the school if called for interview.

Interviews**

1. Short listed candidates will be invited to attend for interview and informed about the structure and process involved as well as the necessity to provide certain documentation at the interview.
2. All short-listed candidates will be asked to bring the means to verify their identity³, qualifications and professional status⁴. These will be presented to

² A Governor's Committee will be formed to oversee the process of Head Teacher and deputy Head Teacher appointments.

³ A passport, current photo driving licence and a full birth certificate; any documentation evidencing a change of name; a utility bill or financial statement showing candidates name and address

the Head Teacher's personal assistant during the course of the day. Details will be recorded.

3. Formal interviews of applicants will be undertaken by no less than two people, one of whom will be a current member of the Leadership team.

4. The format, style and duration of the interviews are matters for the Head Teacher in consultation with governors and others involved in the process to decide but the following will be adhered to:

- Briefing:
 - *All candidates will be given relevant information about the school to enable the candidate to make further enquiries about the advertised job. This will also include a tour of the school.*
- Competencies:
 - *All teaching post appointments will include teaching a lesson. In specialist skill areas other aspects of competency will be assessed (eg. Music, Languages)*
 - *Support services will have the key competencies and skills tested*
- The formal interview process:
 - *Before the interviews the selection panel will agree on the interview process (e.g. tasks, short interviews, final interview etc) to be followed and will ensure that similar questions are put to each candidate. The questions asked will be aimed at obtaining evidence of how each candidate meets the criteria listed on the person specification and each candidate will be assessed against all of the criteria for the post. The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on grounds of race, sex, marital status, ethnic origin, age or disability, religion or belief.*
 - *The interview will also deal with the issues of safeguarding children*
- For teaching assistant and teaching posts a student interviewing panel will be used. This will be chosen from the school's Learning Council.

5. Before the interviews the Head teacher, in consultation with the governors involved with the interview, will decide a procedure for evaluating the candidates at the end of the interviews.

6. The notes taken and documentation used in this evaluation process will form part of the formal record of why candidates were or were not selected and will be retained by the school for at least one month for all applications and six months for those called for interview; after that time they will be destroyed.

Conditional Offer of Appointment and Unsuccessful Candidates**

1. Any offer to a successful candidate will be conditional upon:

- Receipt of satisfactory references⁵
- Verification of identity and qualifications⁶

⁴ Original documents, certificates, GTC reference, written confirmation by awarding body

⁵ It is hoped that these will have been received by the day of interview but it is not always the case

- Satisfactory Enhanced CRB Disclosure
 - Satisfactory checks under the Protection of Children's Act List 99
 - Verification of professional status⁷
 - Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance and/or requirement.
 - Satisfactory completion of a probationary period (if appropriate)
 - For foreign nationals, when the individual's right to work in the UK is confirmed.
 - Satisfactory medical checks (if appropriate)
- The reasons for the conditional offer will be stated in the letter that makes the offer.

2. Unsuccessful candidates will be offered a telephone debrief up to one week after the day of interview but **not** on the day of the interview. The initiative is with the unsuccessful candidate.

Induction into the Post**

1. All newly appointed staff will, either prior to or at the point of taking up the post, undergo a programme of induction appropriate for their post. The induction will specifically address issues concerning the safeguarding of children and young people as well as matters directly related to the operation of the post.

To ensure that its young people are safeguarded and protected, ALL posts in the school are subjected to ENHANCED CRB checks as well as identity and qualification validation.

THESE EXTRACTS ARE TO INFORM WOULD BE APPLICANTS FOR POSTS
THE FULL POLICY IS AVAILABLE AT THE SCHOOL

⁶ It is hoped that this can be resolved on the day of the interview

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