

# **COALWAY COMMUNITY INFANT SCHOOL**

## **SAFER RECRUITMENT POLICY**

### **Introduction**

Coalway Community Infant School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The school is also committed to providing a supportive and flexible working environment to all its members of staff. We recognise that in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

### **Aims**

The aims of this policy are as follows:-

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, nationality, ethnic or national origin, religion or religious beliefs, sex or sexual orientation, marital status, disability or age.
- To ensure compliance with all relevant DfE recommendations and guidance including 'Keeping Children Safe in Education' (DfE September 2021) and the recommendations of the Gloucestershire Safeguarding Children Executive.
- To ensure that our school meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

### **Recruitment and Selection Procedure**

- All job advertisements will clearly state that "This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment".
- All applicants for employment will be required to complete a Gloucestershire application form containing questions that form a common set of core data.
- Incomplete application forms will not be accepted and will be returned to the applicant where the deadline for completed application forms has not passed.
- A curriculum vitae will not be accepted in place of the completed application form.

- All job descriptions state the main duties of the post and include the statement that “all adults employed by this school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with”.
- The information pack for candidates will include the application form and job description and refer candidates to the Child Protection Policy and the Safer Recruitment Policy.
- When short-listing, we will pay particular attention to unexplained gaps in employment, any discrepancies and repeated changes of employment.
- References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinised. For successful candidates, written references will be verbally verified.
- All interviews will be conducted by a minimum of two (usually three) people. A member of Senior Management will always be present. At least one member of the interview panel will have undertaken the accredited safer recruitment training.
- All candidates will be asked to bring documents confirming evidence of identity and successful candidates to confirm professional qualifications.
- An offer of appointment to a successful candidate will be conditional upon satisfactory completion of pre-employment checks (as detailed within the DfE ‘Keeping Children Safe’ document, September 2021).
- We will always apply for an Enhanced DBS, barred list check and prohibition check (the latter for teaching staff only) in respect of all prospective staff members and for any governors and volunteers working in regulated activity who will have unsupervised contact with children. Similarly, the above people will complete a ‘Self-Disclosure form for Existing Workers to Share any Convictions / Cautions / Disqualifications etc’.
- Where there are serious concerns about an applicant’s suitability to work with children, the facts will be reported to the Gloucestershire Safeguarding Children Executive.
- All appointed staff will undergo an induction process which includes information and written statements of policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, race equality, equal opportunities, internet safety (AUP) and professional conduct. All new staff will be required to read Part 1 of ‘Keeping Children Safe in Education’ (DfE September 2021) and ‘Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings (Safer Recruitment Consortium May 2019).

## **Retention and Security of Disclosure Information**

- We will keep a central record of DBS checks carried out on staff, governors and volunteers working with children, in accordance with DfE guidance.
- For all appointments made from September 2014, a copy of the documents used to verify the successful candidate's identity, right to work and required qualifications will be kept for the personnel file, in accordance with DfE guidance.
- We will store disclosure information and other confidential documents issued by the DBS in locked, non-portable storage containers, access to which will be restricted to members of the school's Senior Management Team and Administrator.
- We will not retain disclosure information or any associated correspondence for longer than is necessary. In most cases, we will not retain such information for longer than 6 months although, we will keep a record of the date of a disclosure, the name of the subject, the type of disclosure, the position in question and the recruitment decision taken.
- We will ensure that any disclosure information is destroyed by suitably secure means such as shredding.
- We will prohibit the photocopying or scanning of any disclosure information.
- If an applicant is appointed, we will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after 6 months, unless the applicant specifically requests the school to keep their details on file.

### **Review**

This policy will be reviewed annually.

Date of Policy: June 2021

Review Date: June 2022