



Barkisland CE (VA) Primary School
WE BELIEVE, WE NURTURE, WE SUCCEED!

SAFE RECRUITMENT AND SELECTION POLICY STATEMENT

Overview

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. This policy will be closely linked to our child protection policy and procedures.

Objectives

1. To ensure that we make excellent appointments at all levels.
2. To ensure that we appoint only those who are appropriately qualified and fit to work with children.
3. To ensure that all safeguarding checks and procedures are carried out rigorously.
4. To promote the welfare and education of children at every stage in the recruitment process

Strategy

1. When a vacancy arises careful planning will be carried out to identify the qualities, qualifications and experience the right candidate will need to demonstrate. These will be set out clearly in the advertisement.
2. A clear statement about the school's commitment to the safeguarding of its pupils will be included in every advertisement for every post in school.
3. The advertisement will clearly state that applicants will have to undertake an enhanced DBS check if successful.
4. The school's child protection policy and procedures are part of the applicants pack and information when applying for a post at school.
5. The recruitment strategy will be planned and set out with dates and times and so that all involved are clear about the parts they will play.
6. We will use the standard LA application form which will ensure all applicants for each role are asked to provide the same information.
7. Using the standard LA form will enable candidates to make a self-disclosure regarding any criminal background. This may deter unsuitable candidates from applying for the post. Any disclosure will be treated without prejudice.
8. To ensure that the job description makes reference to the responsibility for safeguarding.
9. To obtain and scrutinise comprehensive information from applicants being careful to take up and satisfactorily resolve any discrepancies or anomalies.
10. To obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns using the LA agreed templates.
11. There will always be at least 2 people involved in the entire recruitment process from start to finish. There will always be at least one person involved in the recruitment process that has undertaken safer recruitment training.
12. To scrutinise applications carefully and short-list only those that match the criteria set.
13. To hold face to face interviews to explore the candidate's suitability to work with children as well as their suitability for the post.
14. At interview, we will use probing questions into the applicant's motives, attitudes and behaviour, not just skills and experience. Specific questions around safeguarding of children will be asked alongside other role related areas.
15. To verify the successful candidate's identity
16. To verify academic and professional qualifications
17. To check previous employment history and experience
18. To identify and explore any 'gaps'
19. To verify the candidate's health and physical capacity for the job

20. To carry out an enhanced DBS check on all successful applicants before the post is confirmed and before the applicant can begin their role.
21. There will be an ongoing culture of vigilance within the school with annual safeguarding training and updates for all staff.

Outcomes

Through the thorough nature of our recruitment process we will ensure that our school is staffed by well qualified people who are fit to work with children. In this way we will promote excellent education, teaching and learning in a safe and nurturing ethos where children thrive and do well.