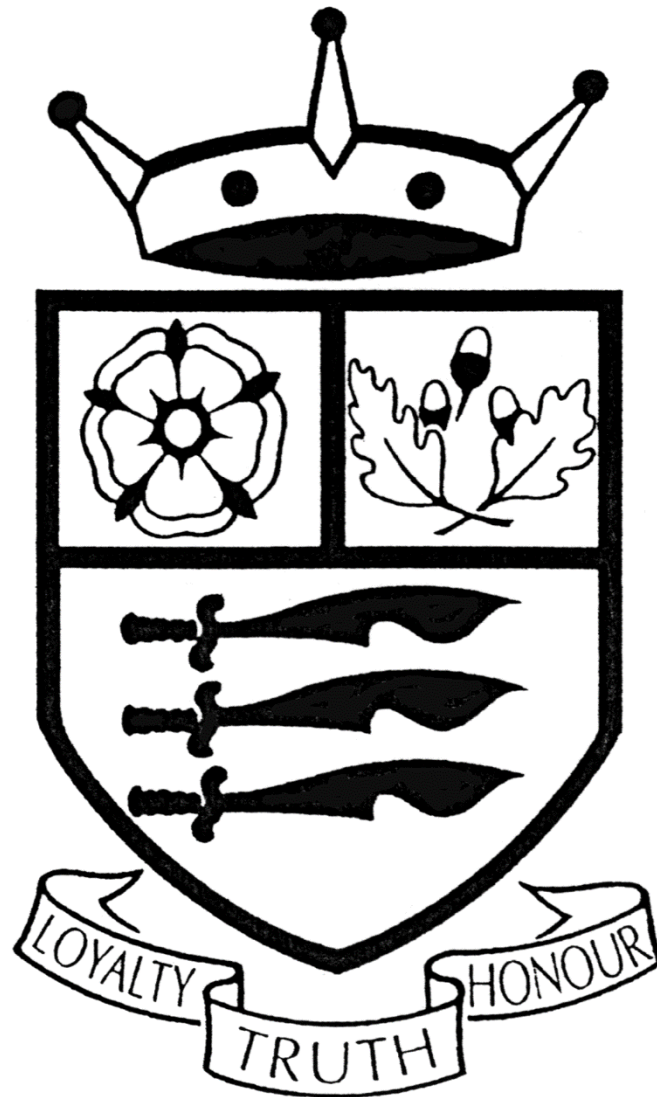


West Lodge Primary School



Safer Recruitment Policy

West Lodge Primary School

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. West Lodge Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

West Lodge Primary School pays full regard to DfE statutory guidance 'Keeping children safe in education 2022' and LSCB Safer Recruitment Guidance. We ensure that all appropriate measures are applied in relation to everyone who works in the school, who is likely to be perceived by the children as a safe and trustworthy adult and we expect everyone who works at the school to always act in a child's best interest

Our safer recruitment practice includes:

- signalling in the job description and person specification the extent to which knowledge of safeguarding processes is a requirement of the post
- scrutinising applications and challenging and resolving any discrepancies and anomalies.
- verifying identity and academic or vocational qualifications
- obtaining professional and character references and verifying their source
- checking previous employment history and ensuring that a candidate has the health and physical capacity for the job
- ensuring that those staff who recruit and interview for posts have the necessary training and support to pursue safer recruitment
- checking the barred status of all new staff and obtaining a DBS check (Disclosure and Barring Services), which will most usually be an enhanced DBS .

- referring to the DBS anyone who has harmed or poses a risk of harm to a child and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed if they had not left.
- Informing shortlisted candidates that we may carry out online checks.

Under Section 75 of the Childcare Act 2006, individuals are disqualified from childcare provision if they have committed certain specified offences. Staff may also be disqualified 'by association' if they are living or working in the same household as a person who is disqualified. All staff will be required to sign to a self-declaration form to confirm that they are not disqualified by association. A record of self-declaration should be kept on the school's Single Central Record.

We keep a Single Central Record which evidences the vetting and barring checks we have conducted. This is regularly monitored by the Headteacher, Deputy Headteacher and the Governor nominated for Safeguarding.

The following pre-employment checks will be undertaken:

- Receipt of at least two satisfactory references, one of which will be from the former or most recent employer
- Verification of the candidate's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- A list 99 check
- A satisfactory DSB clearance
- A satisfactory online check
- Verification of the candidate's medical fitness (clearance from Occupational Health where applicable)
- Verification of qualifications
- Verification of professional registration as required by law for teachers
- Verification of successful completion of induction period (for those who obtained QTS after 7 May 1999)

Roles and responsibilities

It is the responsibility of the governing body to:

- Ensure the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with DfE and LSCB guidance and legal requirements
- Monitor the school's compliance with them

It is the responsibility of the Headteacher and other Senior Leaders involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school
- To monitor contractors' and agencies' compliance with this document
- Promote welfare of children and young people at every stage of the procedure

It is the responsibility of all potential and existing workers, including volunteers to comply with this document.

It is the responsibility of all contractors and agencies to comply with safe recruitment pre-employment checks.

School governors may be involved in staff appointments, but the final decision will rest with the Headteacher. The Headteacher may delegate the selection process of staff but remains responsible for the decision to appoint.

The Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of candidates as possible; normally this will entail an external advertisement. However, where there is a reasonable expectation that there are sufficient qualified internal candidates or where staff are at risk of redundancy, an internal advertisement may be considered appropriate.

Applications

The form – The school uses the Harrow application form. CVs will not be accepted.

The school requires candidates to account for any gaps or discrepancies in employment history on this application form. Where an applicant is shortlisted, these gaps will be discussed at interview.

Applicants should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies

References for shortlisted candidates will be sent for immediately after shortlisting and BEFORE interview. The only exception to this is where candidates have indicated on their application forms that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any offer of employment being made. One reference will always be sought prior to interview wherever possible. References must be in writing and be specific to the job for which the candidate has applied - open references or testimonials are not acceptable. The school will not accept references from relatives or people writing solely in the capacity as a friend. Only references from a trusted authoritative source will be acceptable.

Reference requests will specifically ask:

- About the referee's relationship with the candidate
- Whether the referee is completely satisfied that the candidate is suitable to work with children and, if not, for specific details of the concerns and the reasons why the referee believes that the person might be unsuitable.

Referees will also be asked to confirm details of:

- The applicant's current post, salary and attendance record (where appropriate)
- Performance history and conduct (if known)
- Any disciplinary procedures in which the sanction is current
- Any disciplinary procedures involving issues related to the safety and welfare of children, including any in which the sanction has expired and the outcome of those
- Details of any allegations or concerns that have been raised that relate to the safety and welfare of children or behaviour towards children and the outcome of these concerns
- References will be compared to the information provided is consistent. Any discrepancies will be taken up with the applicant at interview.
- Any information about past disciplinary action or allegations will be considered in the circumstances of the individual case. Cases in which an issue was satisfactorily resolved some time ago, or an allegation was determined to be unfounded or did not require formal disciplinary sanctions, and which no further issues have been raised, are not likely to cause

concern. More serious or recent concerns or issues are more likely to cause concern. A history of repeated concerns or allegations over time is also likely to give cause for concern.

Self-declaration of convictions by job applicants

The school requires shortlisted applicants for all posts (including volunteers) to declare all criminal convictions whether “spent” or “unspent” and include any cautions and pending prosecution.

Such declarations will be made on an appropriate form and should be submitted in a sealed envelope, marked strictly private and confidential to the Headteacher prior to the interview. The Headteacher will discuss relevant, positive declarations confidentially with the applicant at interview. The disclosure of convictions, cautions or pending cases will not necessarily prevent employment but will be considered in the same way as positive DBS disclosures.

Interviews

At West Lodge Primary School, a typical panel will consist of two to four members of staff including at least two members of the Senior Leadership Team. For Headteacher and Senior Leadership appointments, there would be at least one Governor on the panel.

The Headteacher, Deputy Headteacher, School Business Manager and two governors have all received safer recruitment training.

The selection process will include the following:

- Face to face professional interview including a question related to safeguarding children.
- Activities relevant to the role applied for.

Proof of Identity and Right to Work in the UK & Verification of Qualifications and/or Professional Status.

Shortlisted applicants for all posts will be required to provide proof of identity by producing documents on the day of interview in line with those set out in The Immigration, Asylum and Nationality Act 2006. Similar information is also required to undertake a Criminal Records Bureau check on the preferred candidate.

Short-listed candidates will also be required to provide proof of their qualifications and professional status by producing documentation on the day of interview. The school will verify that candidates have actually obtained any qualifications legally required or deemed essential for the job and claimed in their application by asking to see the relevant certificate, or a letter of confirmation from the awarding body / institution. If the original documents are not available, the school will require sight of a properly certified copy. Proof of identity and other documentation will be verified by the Headteacher.

Commencement of Employment prior to DBS check being received

In unusual circumstances it is permitted to commence employment prior to receiving an enhanced DBS check. However, a List 99 check and risk assessment must be completed and the member of staff will be supervised at all times.

Employment Offer

It may be possible to negotiate a provisional start date with the preferred candidate, however, with the exception of DBS disclosures, the checks detailed above must all be completed BEFORE a person's appointment is confirmed. In the case of DBS disclosures, the certificate must be obtained before or as soon as practicable after appointment. Once all pre-employment checks have been

satisfactorily completed / received, an offer of employment will be made and the contract of employment issued.

Temporary Staff

The school only uses temporary staff known to the school, who have been vetted and approved for working with children.

Coaches and Tutors

Our music tutors and the coaches who regularly work in school are all vetted. The office retains a record of all such staff including copies of their clearance documents.

Visitors to the school

All visitors to the school will be expected to sign in on arrival and sign out when leaving. They will be expected to wear an official visitor badge and will be supervised at all times when around children. We have introduced two different coloured lanyards: Red = Adult Visitor has no DBS and should be accompanied at all times; Green = Adult Visitor has a DBS

Safeguarding & Child Protection Training

All staff at West Lodge School receive Safeguarding and Child Protection training at least once a year.

All temporary staff are inducted by the leadership team and are briefed on the key aspects of our pastoral framework – Child Protection, Staff Code of Conduct, Health and Safety, Positive Behaviour, Code of Conduct and Bullying.

School governors receive training through the HSSE Governor Training Programme which all governors avail of when delivered.

Records

A single central record of all staff is retained by the office which details when and by whom they were vetted. This register is reviewed regularly and those staff who require an updated check will be identified and processed.

October 2022