

## **HOLLINGWORTH PRIMARY SCHOOL SAFER RECRUITMENT AND SELECTION PROCEDURE**

Hollingworth Primary School is committed to safeguarding and promoting the welfare of children in our care and expects all staff and volunteers to share this commitment (see Child Protection and Safeguarding policies).

In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimized, the school employs a Safe Recruitment and Selection Policy which complies with national guidance. All recruitment procedures involve the following:

- Job adverts clearly state that "Hollingworth 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."
- All successful applicants will need to undertake an enhanced DBS check. Employment records, references and qualifications will be verified. (See below for more detail.)
- The job application form requires a common set of core data from all applicants, compliant with DfE advice (Safeguarding Children in Education: Ref DfES/0027/2004).
- All job descriptions will state the main duties of the post and include the statement that 'All adults employed by the School are responsible for safeguarding and promoting the welfare of children each member of staff is responsible for, or comes into contact with'.
- The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children.
- Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.
- The information pack for candidates will include:
  - 1) Job description
  - 2) Job application form
  - 3) School information
  - 4) An explanatory note on the Application and Recruitment Process
  - 5) Equal Opportunities statement.
- When shortlisting, the School will pay particular attention to:
  - 1) unexplained gaps in employment
  - 2) discrepancies
  - 3) repeated changes of employmentIncomplete application forms will not be accepted.
- The School aims to ensure that all who seek employment, or volunteer to help, have equal opportunity, and that the most suitable applicant will be appointed for any post advertised. Commitment to implementing the School's Equal Opportunities Policy will form a part of the requirements of all employees.
- 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 scrutinized. At least one of the references should be the current employer. If the candidate is not currently working in a school, in order to confirm employment details and reasons for leaving, contact will be made with the school at which he or she last worked.
- All appointments for teaching positions will involve the candidate teaching a lesson. Where appropriate, the children's opinions on the lesson will be sought.

- All applicants will undergo a face to face interview where questions pertaining to child protection will be asked.
- All candidates will be asked to bring identity proof with them e.g. a current driving licence or passport, a full birth certificate. Photographic identity should be included, plus a document such as a utility bill showing the candidate's current name and address. Evidence of these checks should be retained by the School, in spite of the fact that they are part of the 'disclosure' process.
- All candidates will be asked to bring original documents confirming any educational and professional qualifications relevant to the post.
- All interviews will be conducted by a minimum of two people. A member of Senior Leadership team will always be present. At least one member of the interview panel will have undertaken Tameside's safer recruitment training.
- Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Secretary of State (via the DfE) and also consider reporting it to the police.

**Conditional Offer of Appointment: Pre-Appointment Checks:**

An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory written references
- Verification of the candidate's identity/date of birth and address
- Completed application form
- A satisfactory DBS check
- Right to work in the UK (if appropriate)
- Verification of the candidate's medical fitness/medical questionnaire
- Verification of qualifications
- Verification of professional status where required, e.g. QTS status

**Starting Work:**

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, equal opportunities/anti racism and internet safety.

Policy review: every two years. *This policy appears on the School website.*