

LANGTOFT PRIMARY SCHOOL

Safer Recruitment Policy

1. Introduction

- 1.1 Langtoft Primary School is committed to safeguarding children. This policy stipulates the safer recruitment and selection process and demonstrates the school's commitment to safeguarding. All persons to be employed at Langtoft Primary School must be willing to undergo screening including checks with past/current employers and the Disclosure and Barring Service (DBS).
- 1.2 The recruitment and selection process is undertaken following 'Safeguarding Children' best practices issued by the Department for Children, Schools and Families. A checklist produced by Langtoft Primary School is used to ensure its practices are comprehensive, fair and equal.
- 1.3 The policy forms part of a group of policies relating to the safeguarding of children.

2. The Application Stage

- 2.1 All applicants are made aware of the school's commitment to safeguarding children through recruitment advertisements.
- 2.2 Applicants must apply using the appropriate Lincolnshire County Council 'Teaching' or 'Support Staff' application form.
- 2.3 References are not acceptable from friends or family members. At least one referee must be from an applicant's current or most recent employer.
- 2.4 All sections of the application form must be completed or where appropriate marked 'N/A'. Incomplete application forms will not be accepted. The *Equal Opportunities* section of the application is optional and is not used as part of the selection and recruitment process.
- 2.5 The provision of false information is an offence and could result in the application being rejected, the offer of employment being withdrawn or the termination of employment. In extreme cases, it may be necessary to refer the matter to the police and/or the Lincolnshire County Council Safeguarding Children Officer.

3. The Interview Stage

- 3.1 The identity of all candidates will be checked by a senior member of staff before proceeding to interview. Each candidate is asked to bring to the interview their passport, birth certificate or driving licence together with a further document in the form of a utility bill or bank statement (dated within the last three months) showing evidence of their current address. All documents should be originals.
- 3.2 The right of each candidate to work in the UK will be checked at interview.
- 3.3 Relevant qualifications will also be checked and candidates will be asked to bring along their original certificates as evidence.
- 3.4 All interviews will be conducted by at least two members of staff/governors and will include questions regarding the candidate's suitability to work with children. At least one interviewer will have completed the *Safer Recruitment* training recommended by Lincolnshire Safeguarding Children Board.

3.5 In accordance with the Disability Discrimination Act 1995 all reasonable attempts will be made to accommodate the specific needs of any person suffering from a disability at all stages of the recruitment process.

3.6 All applicants will be assessed fairly and equally. A consistent process using clearly defined criteria will be used at all times.

4. Offer of Employment

4.1 A candidate's suitability to work with children will be made to the DBS and will be sought as soon as an offer of employment is made. If the disclosure is not received before the date of appointment, the employee will be prohibited from working unsupervised in the presence of pupils. If the check indicates that the candidate is unsuitable to work with children, the offer will be withdrawn.

4.2 The successful applicant will be required to complete a medical questionnaire, which includes questions about whether their health will affect their ability to carry out the job.

4.3 All offers of employment are made subject to receipt of at least two satisfactory references, medical clearance and the receipt of a 'clear' DBS check.

4.4 Where the successful candidate has been working overseas in the previous five years, additional checks will be made in accordance with statutory guidance.

4.5 Lincolnshire County Council employs all staff working at Langtoft Primary School. A letter from Langtoft Primary School confirming the offer of employment will be provided to the successful candidate who will be asked to sign and return an enclosed pro forma. The terms and conditions document from Lincolnshire County Council will follow separately.

5. Induction

5.1 All employees will undergo a period of induction during which topics relating to other aspects of safeguarding will be covered.

6. Monitoring and Review

6.1 The effectiveness of the *Safer Recruitment Policy* is monitored and reviewed by the governing body through;

- overseeing the recruitment process
- requiring the headteacher to present a recent case study to governors on an annual basis
- taking into serious consideration any complaints regarding selection and recruitment
- reviewing other policies relating to the safeguarding of children.

6.2 The policy will be reviewed in October 2017.