

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 best practices issued by the Department for Education and is supported by [Lincolnshire County Council's Recruitment Toolkit](#). 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. Prior to Advertising a Vacancy

- 2.1 The headteacher will confirm with the Chair of Governors and the Lead of the *People, Finance and Premises Committee* that a resignation has been received and accepted and that there is need in school for a position. If the position is a new one, there will be no need to wait to receive a resignation before advertising the position. The headteacher and bursar will advise a job description and pay scale/point.
- 2.2 The headteacher will manage the recruitment process, supported by the bursar. Both the headteacher and the bursar will have completed safer recruitment training within the last two years.
- 2.3 The headteacher and Chair of Governors will establish a selection panel and ensure:
The Hiring Manager must establish a selection panel and ensure:
- the selection panel consists of two or more people
 - the selection panel is identified at the start of the recruitment process and only changed if a member knows/is related to someone who subsequently submits an application (unless an internal applicant applies, where common sense prevails) or if a member is absent
 - the same selection panel carries out the interviews with all candidates that have been shortlisted
 - the selection panel pre-book dates for shortlisting and interviewing
- 2.4 The job description should list each duty or task that is required and should be written in plain English which can be easily understood and should be in a suitably accessible format for all applicants.
- 2.5 The person specification section should focus on skills and relevant experience rather than formal qualifications where these cannot be justified. Where a specific level of qualification is necessary, it should be made clear that fully comparable qualifications are acceptable. The person specification forms part of the job description template and outlines the knowledge and skills specific to the role and also the behaviours/abilities that are required to successfully carry out those tasks and responsibilities within the school.

3. The Job Advert

The advert should be worded in a way to attract a sufficient number of candidates, all of whom possess the necessary skills, experience and qualifications to do the job effectively. A poor or vaguely worded job advert may result in a large number of unsuitable applications.

The Headteacher will ensure that the advert includes:

- Diversity and Equality statement
- The Safeguarding statement
- The level of Criminal Record Check required
- The job information pack.

4. Receiving Application Forms and Shortlisting

4.2 Applicants must apply using the appropriate Lincolnshire County Council 'Teaching' or 'Support Staff' application form.

4.3 Applicants should not give the name of a friend or family member as a referee. At least one referee must be from an applicant's current or most recent employer.

4.4 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.

4.5 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.

4.6 The bursar will store all of the applications securely until the application deadline has passed. S/he will then pass the entire set of applications to the headteacher who will create a shortlist with the support of one other employee. The job description and person specification will be used to determine the shortlist of candidates.

It is good practice to keep a record of the reasons for the rejection of individuals at the shortlisting stage.

4.7 The Headteacher can make the decision, with agreement from all panel members, to re-advertise a post if it is not possible to form a shortlist from the applications received. Any suitable candidates should be advised that the field was insufficient to progress with the recruitment process and encouraged to re-submit their application before the new application deadline.

5. The Interview Stage

5.1 The bursar will send emails inviting candidates for interview which will:

- Give details of the interview panel and interview location, the date and time of the interview.
- Ask candidates whether they have any special requirements in relation to the interview including aids and adaptations.
- Outline the nature of any tasks to be performed at the interview.
- Outline the necessary document checks that will be undertaken at interview and the documentation they are required to bring. The identity of all candidates will be checked by the bursar before proceeding to interview by looking at a form of identification that carries the candidates' photograph and full name. The successful candidate will be asked to provide two further forms

of identification so that a DBS screening check can be completed. All documents should be originals.

- 5.2 The right of each candidate to work in the UK will be checked at interview.
- 5.3 Relevant qualifications will also be checked and successful candidates will be asked to bring along their original certificates as evidence.
- 5.4 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.
- 5.5 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.
- 5.6 All applicants will be assessed fairly and equally. A consistent process using clearly defined criteria will be used at all times.
- 5.7 Once the appointment decision is made the bursar must collate all the notes made by all the panel members identifying the main reasons that candidates were and were not successful and can be inputted directly into the recruitment system. The bursar should store these notes securely and shred after six months.

6. Offer of Employment

- 6.1 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.
- 6.2 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.
- 6.3 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.
- 6.4 Where the successful candidate has been working overseas in the previous five years, additional checks will be made in accordance with statutory guidance.
- 6.5 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.

7. Induction

- 7.1 All employees will undergo a period of induction led by the bursar during which topics relating to other aspects of safeguarding will be covered. This includes: becoming familiar with Keeping Children Safe in Education, the school's procedures for sharing a concern about a child or a member of staff, the Prevent strategy, the school's Code of Conduct for staff and absence management.

8. Monitoring and Review

- 8.1** 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.
- 8.2** The policy will be reviewed in October 2019 by the *People, Finance and Premises Committee*.