

**MARLBOROUGH PRIMARY SCHOOL
SAFER RECRUITMENT POLICY
SEPTEMBER 2018**



Date of Policy Review:	Reviewer:	Date Ratified by Governors:	Date Shared with Staff:	Date of Next Review:
September 2018	Mrs D. Byron	September 2018	September 2018	September 2019

Article 3: The best interest of the child must be a top priority in all actions concerning children.

Article 19: Children have the right to be protected from being hurt or mistreated, in body or mind

Article 28: Children have a right to a good quality education

Rights Respecting Schools

As a Rights-Respecting School, we use children’s rights to underpin everything we do and learn. Marlborough Primary School has been working closely with [UNICEF](#), and is a 'Rights Respecting' School. The term is bestowed on those schools who, in the eyes of UNICEF, put the '[UN Convention on the Rights of the Child](#)', (UNCRC) at the heart of their planning, policies, practice and ethos.

UNCRC is a list of rights that all children, everywhere in the world, have. The rights are all the things that children and young people need to make sure they are healthy, happy and safe. A rights-respecting school not only teaches about children's rights, but also models rights and respect in all its relationships: between adults and children, between children themselves, and between adults themselves.

Data Protection Statement

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy. All data will be handled in accordance with the school’s Data Protection Policy.

Data Audit for this Policy					
What?	Probable Content	Why?	Who?	Where?	When?
Application information	Name, DOB, Address, Gender, Ethnicity, Qualifications, PM Records, Monitoring and Evaluation Records, Personnel Files	To ensure a high standard of education for the children and families of Marlborough Primary School To ensure a duty of care is maintained at all times	All those accessing the school premises Accessible by HT, SBM and Site Supervision Team only	Personnel files Hard-copy in sealed envelope in HR files. Electronic record secured with access only available to SBM/HT	Retained for as long as employed within the school, archived thereafter

As such, our assessment is that this policy:

Has Few / No Data Compliance Requirements	Has A Moderate Level of Data Compliance Requirements	Has a High Level of Data Compliance Requirements
✓		



Introduction

The purpose of this summary is to describe the minimum requirements of a recruitment process that aims to:

- attract the best applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people

Statutory Requirements

There are some statutory requirements for the appointment of staff who work with children, in schools, nurseries and other children's services. These requirements change from time-to-time and must be met.

Identification of Recruiters

Panel members should have received training in recruitment and selection and have completed 'Safer Recruitment' training.

Inviting Applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“This post is subject to an enhanced CRB disclosure.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- an application form

All applicants must complete the Council's application form in full, either the Teacher one, or the Support Staff one as appropriate. If completed online, shortlisted applicants will be required to sign their form in person at interview.

Shortlisting and References

Shortlisting of applicants will be against the person specification for the post.

References will be taken up as part of the final selection stage, prior to any start date being agreed, so that any discrepancies can be addressed during the selection stage.

References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted. References will be sought in writing from the employing organisation. Referees will be contacted to verify references provided and where necessary, to clarify any anomalies or discrepancies. A detailed written note will be kept of these exchanges.

NOTE: references will be verified.

Should applicants only be able to provide personal / character referees consideration will be given to other relevant methods.

Previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies within the application. A detailed written note will be kept of such exchanges.

Referees will always be provided with the job description and person specification for the post, and asked specific questions about:

- the candidate's suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate's suitability for the post.

The Selection Process

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates.

Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

Employment Checks

All successful applicants will be required:

- to provide photographic proof of identity
- to complete an online CRB disclosure application, with satisfactory identity proofs, and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

Induction

All staff who are new to the school will receive induction training that will include appropriate safeguarding policies and guidance on safe working practices for their area, arranged through their line manager/mentor within the first 2 months.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate line manager(s).

NOTE: All new recruits are subject to a probationary period during which performance and suitability to work with children are monitored.