



## **Sir Alexander Fleming Primary School and Nursery**

# **Safer Recruitment Procedures**

Reviewed September 2022  
Next Review September 2023

### **INTRODUCTION**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible 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 some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

Reference: Keeping Children Safe in Education September 2019 – Part Three 3

### **IDENTIFICATION OF RECRUITERS**

With regards to the selection and interview panel, at least one recruiter will have successfully received accredited training in safe recruitment procedures.

### **INVITING APPLICATIONS**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement: “The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check.”

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

- job description and person specification;

- an application form;

Successful applicants will additionally be supplied, as a minimum, with the following

- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post;

All prospective applicants must complete, in full, an application form.

## SHORT-LISTING AND REFERENCES

Short-listing of candidates will be against the person specification for the post and will be carried out by 2 members of the SLT.

All short-listed candidates will be required to complete a Self-Disclosure form

Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. Referees should be from the last employer and in a position of seniority to the candidate. Where possible, a reference should be obtained from an employer in the position of working with children.

References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

Where necessary, referees will be contacted by telephone or e mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be 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 this post.

School employees are entitled to see and receive, if requested, copies of their employment references.

## 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 short-listed 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 DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance including a barred list check where required
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to be subject to a Teacher prohibition and Section 128 direction checks where appropriate (Teacher Services system)
- to be subject to further checks the school considers appropriate if the candidate has lived or worked outside the UK using the NCTL Teacher Services system

## INDUCTION

All staff who are new to the school will receive very thorough induction training that includes information about the school's safeguarding policies and guidance on safe working practices.