



*'Learning from Each Other' -
'Achieving Together'*

Safer Recruitment Policy

Date of Policy: **Autumn 2018**

Person(s) Responsible for Policy: **Head**

Committee Responsible: **GSG**

Term of Review: **Autumn 2019**

1. INTRODUCTION

Swindon Village 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.

Swindon Village Primary School is committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable the pupils to learn and thrive in a happy, caring and safe environment.

2. SAFER RECRUITMENT PRINCIPLES AT SWINDON VILLAGE PRIMARY SCHOOL

- When recruiting any staff, there is always at least one member of staff of the interviewing panel who has completed the Safer Recruitment Training within the past 5 years.
- All staff employed at Swindon Village Primary School, including volunteers, casual staff, and university and college students will be required to undertake an enhanced disclosure via DBS.
- All applicants for any post within the school will be required to complete an application form; a curriculum vitae will not be accepted in place of this.
- All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. NB where an applicant who is not currently working with children, has done so in the past, it is important that a reference is also obtained from the employer by whom the person was most recently employed in work with children. All applicants shortlisted will have references taken up.
- References will not be accepted by relatives or friends.
- During the shortlisting process, it is important that applications are scrutinised, that information provided is consistent and does not contain any discrepancies, and to identify any gaps in employment.
- Incomplete applications will not be accepted, and will be returned for completion.
- References will be sought directly from the referee. Open references and testimonials will not be accepted.
- During the interview, any discrepancies noted from the shortlisting, including any gaps in employment, will be explored. If the interviewing panel are not satisfied with any explanation given, the applicant will not be successful.
- A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks i.e:
 - receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people;
 - verification of the candidate's identity;
 - prohibition from teaching check;
 - DBS Disclosure;
 - disqualification by association check
 - verification of the candidate's medical fitness;
 - verification of professional status i.e. QTS, NPQH, etc.;

- check on the person's right to work in the UK;
- There is a Single Central Register kept in school detailing every member of staff. This includes details of the rights of individuals to work in the UK.
- During induction for all staff, procedures for Safeguarding Children and reporting concerns are shared.
- The monitoring of the recruitment process and induction arrangements will be carried out by the Governing Body of Swindon Village Primary School.
- The Head Teacher will be responsible for reporting staff turnover and reasons for leaving, carrying out exit interviews, and monitoring the attendance of new staff at Child Protection training.
- It is important that this policy is read in conjunction with the school's Safeguarding Policy and Guidance.
- If supply staff are used then checks will be made regarding ensuring that agencies provide written evidence of in date enhanced DBS.

This policy was formally adopted in Autumn 2015 and will be reviewed annually in line with the Governing Body's Timetable for Policy Review.

Signed..... (Head Teacher)

Signed..... (Chair of GSG)

Date.....