

Safe Recruitment and Selection Policy



*In the Light of Jesus
we Learn to Shine*

Introduction:

The purpose of this policy statement is to emphasise and promote the school's total commitment to safeguarding and promoting the welfare of children. At St. Joseph's we expect all staff (including volunteers) in school to share this commitment.

The Safe Recruitment and selection process underpins the DFE guidance on safer recruitment and selection and serves to help ensure that information provided by the candidates or third party at every stage of the recruitment process is scrutinised and addressed. This will help ensure that safe recruitment practices are always followed and establish a safe environment in which children can learn and develop in line with the School's Child Protection Policy.

The school will ensure that the measures described in the DFE Circular on Safer Recruitment and Selection in Education Settings as set out in Luton Borough Council's Safe Recruitment and Selection Code of Practice for schools will be applied in relation to everyone who works in the school when there are children under the age of 18 years of age and who is likely to be perceived by the children as a safe and trustworthy adult. Those are not only people who regularly come into contact with children, or will be responsible for children, as a result of their work.

They are also people who regularly work in a school when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the setting. This includes workers who are not on the payroll, e.g. staff employed by contractors and unpaid volunteers.

These provisions also extend to recruitment agencies who are required to adopt and implement the measures described and must include their commitment to this in any contract for service with the school. The school will monitor the contractor's compliance.

Safe Recruitment and Selection measures will be adopted when recruiting and selecting prospective employees and volunteers. This will include the following areas; (please note that this is not an exhaustive list and elements of good practice will be encouraged and shared in schools):

- Advertisements
- Job Descriptions
- Person specifications
- Information pack to candidates
- Application form
- Scrutinising and short listing
- Identity checks
- GTC checks
- Qualification checks
- Disclosure & Barring Service (DBS) checks
- Medical checks
- Obtaining 2 references (one can be a character reference but the second must be from the past employer, or a previous employer in work with children)
- **For teaching posts:** verification of successful completion of statutory induction period (applies to those who have obtained QTS after 07 May 1999); or monitoring and satisfactory completion of the induction period for NQTs.
- **For non-teaching posts:** monitoring and satisfactory completion of the probationary period where applicable.
- Interview panel
- Interview
- Involving pupils
- Post appointment Induction
- Monitoring and review

All checks will be:

- Confirmed in writing
- Documented and retained on the personnel file - subject to certain restrictions on the retention of information imposed by DBS regulations and:
- Followed up where they are unsatisfactory or there are discrepancies in the information provided.

An explicit Safe Recruitment and Selection Policy statement will be included in:

- Person specifications and advertising
- Job descriptions
- Competency frameworks
- Induction training