

Balcombe C E (C) School



Safer Recruitment Policy

Adopted by Governors: Nov 2009

Reviewed: Nov 2010
May 2012
May 2013
Nov 2015
Nov 2016

Next Review: Nov 2017

The aim of this policy is to demonstrate how the leadership team of the school recognises and values its responsibility for safer recruitment and how that activity is managed within the school's overall risk assessment framework.

The school is committed to safeguarding and promoting the welfare of children and young people in its care and expects all staff and volunteers to share this commitment (see Child Protection Policy). In order to safeguard and promote the welfare of its students and ensure that risk of harm is minimised, Balcombe School employs a safe recruitment and selection policy which complies with national and local guidance. All recruitment procedures involve the following:

- Job adverts clearly state that "This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment"
- All successful applicants will need to undertake an enhanced DBS disclosure. Employment records, references and qualifications will be verified'.
- The job application form requires a common set of core data from all applicants, compliant with DfE advice
- All job descriptions state the main duties of the post, include the statement that 'all adults employed by the school are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with'
- The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children. Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.
- The information pack for candidates will include; the application form, job description, person spec.

When short-listing, the school will pay particular attention to;

- unexplained gaps in employment
- discrepancies
- repeated changes of employment

Application forms which are considered to be incomplete will not be accepted.

- Regulated References will be sought before interviews take place, and if these are not forthcoming the offer of the position will be made on a 'subject to satisfactory references'. The person will not be allowed to commence work until

these are received. Open references and testimonials provided by applicants will not be accepted.

- All applicants will undergo a face to face interview where questions pertaining to child protection will be asked.
- All candidates will be asked to bring identity proof with them e.g. a current driving licence or passport, a full birth cert., plus a document such as a utility bill showing the candidate's current name and address. Original documents only will be accepted (ie no photocopies).
- All candidates will be asked to bring documents confirming any educational and professional qualifications relevant to the post.
- All interviews will be conducted by a minimum of two (usually three) people. A member of Senior Leadership will always be present. At least one member of the interview panel will have undertaken the NCSL safe-recruitment on-line training.
- As well as the above checks (qualifications, references), all candidates will undergo an Enhanced DBS disclosure. The Enhanced CRB Disclosure will determine whether the candidate has been barred from working closely with children (a regulated activity) and is on the Independent Safeguarding Authority Children's barred list. These checks will be necessary, despite a candidate having had a DBS check by a previous employer or voluntary organisation, until the presently proposed "portable" system is in place. All appointments are subject to these checks being satisfactory.
- Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Safeguarding Team in West Sussex, the police or Social Services who will determine whether a referral to the Independent Safeguarding Authority is required.
- All appointed staff will undergo an induction process which includes information and written statements of; policies and procedures in relation to safeguarding and promoting welfare.
- Balcombe CEP School senior leadership team recognise it is an offence to knowingly employ a person who has been barred from working closely with children (activity).