



Nutley Church of England Primary School

Safer Recruitment Policy

This policy was endorsed by the Board of Governors at this meeting on 13th May 2024.

Signed Chair of Governors Date: 13th May 2024

Signed Head Teacher Date: 13th May 2024

This policy will be reviewed annually and revised where necessary. Last reviewed on 6.5.24. Next review due by May 2025.



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Introduction

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. 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 and deter and reject applicants who are unsuitable for work with children or young people

Recruiting

The school will ensure at least one panel member that has successfully received accredited training in safer recruitment procedures.

Applications

Advertisements for posts will include the statement:

'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 prospective applicants must complete an application form in full. An information pack will, as a minimum, contain the following:

- job description
- person specification
- the selection procedure for the post
- an application form

Shortlisting and References

- Short-listing of candidates will be against the person specification for the post.
- References will always be requested if someone has been shortlisted and must be received before interview.
- References will be sought directly from the referee. References provided by the candidate will not be accepted.
- If necessary, referees will be contacted by telephone or e mail to clarify any discrepancies. A detailed written note of these will be kept.
- 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 of the vacant post, but all vacancies will require an interview of short-listed candidates. At minimum of two people, preferably three, will form a shortlisting panel and should then all be involved in interviewing - at least one of these people will have up to date safer recruitment training.
- Consider carrying out an online search on shortlisted candidates to help identify any issues that are publicly available online. It is good practice to inform shortlisted candidates that online searches will be carried out.
- 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).* *During the Covid pandemic, an exception can be made for interviews to be held on Teams if restrictions mean a face-to-face interview is not possible.*
- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any discrepancies in the information given
 - 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 as set out in the government checking guidance in December 2018
- complete a DBS disclosure application and receive satisfactory clearance and List 99 check
- provide qualifications if necessary
- complete a confidential health statement



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- QTS checks for teaching staff
- provide proof of eligibility to live and work in the UK
- two references
- all checks to be recorded on the SCR (The single central record (SCR) must indicate if a standalone children's barred list check was completed and a certificate obtained.)

Reference requests from other organisations

The school will:

- Not include any repeated concerns or allegations that have all been found to be false, unfounded, unsubstantiated or malicious in a reference