



Pentland Primary School

Safer Recruitment Policy Statement

Approved by Governors: Pending February 2021

To be reviewed: February 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

All statutory requirements for appointments made at Pentland Primary School will be met. Members of the recruitment panel will be made aware of the current requirements.

Identification of Recruiters

The school will ensure that at least one member of the recruitment panel has received training and holds the Safer Recruitment Certificate.

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 post holders are subject to a satisfactory enhanced DBS disclosure.”

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

- job description and person specification;
- the school’s safeguarding policy;
- the school’s safer recruitment policy (this document);
- the selection procedure for the post;
- an application form.

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. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee. References, CVs or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or email 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. Candidates will always be required:

- to explain satisfactorily any gaps in employment and education
- 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. This must be a legal document such as a driving licence and contain the current address of the applicant;
- one piece of evidence must be photographic and be a clear picture of the applicant on a legal document, such as a driving licence or passport;
- to complete a DBS disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications;
- to complete a confidential health questionnaire;
- to provide proof of eligibility to live and work in the UK.

Induction

All staff who are new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices. Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate senior leader(s).