

BURTON MANOR PRIMARY SCHOOL

Safer Recruitment Policy

Review date: Autumn 2018

Next review: Autumn 2021



Introduction

This policy provides Burton Manor with a set of recruitment and selection practices for the effective resourcing of employees in an efficient and fair manner. This policy takes into account current employment legislation and must be implemented in conjunction with the Equal Opportunities Policy.

All staff and Governors concerned with the recruitment and selection of all permanent and temporary employees, whatever this role may be within school, must become familiar with this policy and ensure that they comply with the procedures, as detailed below.

Burton Manor is committed to constantly improving the academic standing, performance and efficiency of the school by attracting and recruiting high caliber staff, who are the best candidates available for the job.

At Burton Manor Primary School our Safeguarding Statement sets out the importance of child protection. This Statement is central to our Safeguarding Policy and is reflected in all aspects of our work at school including 'Safer recruitment'.

Burton Manor Primary School is committed to every child having a safe and happy upbringing. Anyone who joins our school will be expected to share this commitment and should any concerns arise, to be proactive in following procedures and seeking advice of appropriate agencies.'

Aims and Objectives

This policy ensures that all the Burton Manor School Community including Governors, employees and parents are clear about the procedures for recruiting all new members of staff.

Its aims are:

- To be fair to all applicants
- To be robust and rigorous our selection criteria
- To employ the highest caliber of staff

Procedures

The recruitment procedure is divided into four stages which cover the whole recruitment process, from the initial advert to the induction of the newly appointed member of staff.

Stage One

1. Design a timetable for the recruitment process including the dates for
 - the advert to be posted,
 - the closing date,
 - the short listing date, and
 - the venue and times for the interview
2. Design job description and person specification
3. Choose method of assessment

Stage Two

1. Decide on information to be sent to candidate including where appropriate 'A killer question' and a supporting letter.
2. Write advert including giving information about safeguarding policies, procedures and checks carried out.
3. Advertise the post
4. Send out application pack

Stage Three - Short listing

1. Decide on short listing criteria
2. Read application form and check information
3. Speak with present employer and one other to request references
4. Scrutinize references
5. Checks gaps or issues on application form with candidate.
6. Invite candidates for interview requesting they bring with them to interview:-
 - Identification documents
 - Completed CRB form
 - Proof of qualifications and professional registration

Stage Four – The Interview

1. Train and brief those who are carrying out the interview or other assessments
2. Design interview questions, role play or other assessment – (All teaching post applicants are seen teaching). Some which might be specific to a particular candidate to explore identified gaps/issues further from their application/reference.
3. Probe candidates' attitudes and motives towards safeguarding children
4. Discuss criminal convictions history with candidate
5. Make a decision to offer the post to the individual subject to satisfactory CRB checks
6. Request CRB checks

The Single Central Record

As part of our safeguarding children policy and as part of our safer recruiting policy we keep a Single Central Record which contains the following checks on all employees, governors, parental volunteers and supply teachers:-

Name	Proof of identity checked by and dated	Proof of qualifications and professional registration checked by and dated	List 99 check	Full CRB Check
	Two pieces of evidence must be provided by:- All employees All Governors All Supply Staff Parental Volunteers	All Employees All Supply Staff	Parental Volunteers Work experience where the period that they are in school is a day a week for less than 15 weeks	All employees All Governors All Supply Staff Work experience where the period that they are in school is a day a week for 15 weeks

	Work experience			or more.
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Level 1 Child Protection

All newly appointed staff will receive level one child protection training and this will be refreshed in accordance with the law.

Level 2 Child Protection

The Headteacher and deputy Headteacher will receive level 2+ training and keep up to date for child protection training being the designated/deputy person.

Safer Recruitment Training

The Headteacher and Deputy Headteacher plus a member of the Governing Body will receive Safer Recruitment training. At least one of these will sit on any interview panel.