

# SAFER RECRUITMENT POLICY 2009



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## Context

Safer recruitment is an important part of safeguarding children.

This policy outlines the steps we can take to try to ensure that the people who are employed by Ratton are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

Status	Statutory
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## Purpose

The aims of safer recruitment are:

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;
- Develop partnership working.

Having a safe culture is a key part of safeguarding - we do this by:

- Having effective recruitment including the undertaking of full pre-employment checks ie CRB, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary for the post), job application form and health statement. Furthermore, recruitment documents and job descriptions include the school's policy on safeguarding children "***This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment***", with job descriptions making clear how much responsibility for safeguarding and promoting the welfare of children is involved for each particular post;
- Having effective induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding;
- Having open and transparent practice;
- Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind.

Consultation	<ul style="list-style-type: none"> <li>• Governors, Union Representatives, Staff</li> </ul>
Relationship to other policies	<ul style="list-style-type: none"> <li>• Staff Induction</li> <li>• Child Protection</li> </ul>
Relationship to standard operating procedures	<ul style="list-style-type: none"> <li>• Recruitment Procedures</li> </ul>

Role	Responsibility
Governors	<ul style="list-style-type: none"> <li>• Establish this policy</li> <li>• Monitor and review the effectiveness of this policy</li> <li>• Be familiar with DCSF guidance on Safer Recruitment</li> </ul>
Headteacher	<ul style="list-style-type: none"> <li>• Ensure structures are in place to support the effective implementation of this policy</li> <li>• Consult on this policy</li> <li>• To complete online Safer Recruitment Training</li> </ul>
Interview Panels	<ul style="list-style-type: none"> <li>• To ensure child protection is central to the interview process</li> </ul>
Headteacher's PA	<ul style="list-style-type: none"> <li>• To develop and maintain school's recruitment procedures</li> <li>• To ensure vetting and checking processes are in place and followed</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>• To follow child protection policies and procedures</li> </ul>

### Arrangements for Monitoring and Evaluation

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- Headteacher's PA cross-references "Single Central Record of Recruitment and Vetting Checks" with staff salary list and volunteer list
- Governors' Staffing Committee review vetting and checking processes
- Governors' Student Development Committee review Child Protection policies and procedures

Date established by Governing body:	March 2009
Date for full implementation:	March 2009
Date of review:	March 2011

## ANNEXES

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Safeguarding Children and Safer Recruitment in Education DSCF 2007

### EXECUTIVE SUMMARY

Chapter 1 provides brief information on the responsibilities of local authorities, schools and FE colleges and details of relevant legislation. It confirms the scope and audience for the guidance and sets out details of superseded documents.

Chapter 2 sets out the responsibilities of local authorities, schools of all kinds and FE colleges to safeguard and promote the welfare of children. It provides guidance on the organisational and management arrangements that need to be put in place to safeguard children in the education service. It supports educational organisations in delivering their responsibilities under sections 175 and 157 of the Education Act 2002 and replaces the guidance issued in September 2004 as Safeguarding Children in Education. Annex A at the end of the document provides a wide range of guidance and advice to those in the education service on safeguarding and promoting the welfare of children and details of where to access further advice and guidance on those issues.

Chapter 3 provides guidance on safer recruitment and selection in education settings. This includes recruitment and selection best practice, other human resources processes that help to recruit candidates who have the skills, knowledge and aptitudes to work, whether paid or unpaid, in the education services and to deter, reject or identify people who are unsuitable. It sets out all the steps in the process and briefly describes the recruitment and vetting checks required. This supports the delivery of the on-line training course produced by the National College for School Leadership and replaces the guidance, Safeguarding Children: Safer Recruitment and Selection in Education Settings, issued in June 2005.

Chapter 4 provides detailed guidance on the recruitment and vetting checks to be made in education settings. It sets out what checks must be undertaken and for which staff whether paid or unpaid, and what checks should be undertaken and for which staff whether paid or unpaid. It provides detailed guidance to support the delivery of the recruitment and selection processes set out in Chapter 3. It replaces Child Protection: Preventing Unsuitable People from Working with Children and Young Persons in the Education Service issued in May 2002; Criminal Records Bureau: Managing the Demand for Disclosures issued in December 2002; Checks on Supply Teachers which was issued in September 2004; and Circular 7/96 Use of Supply Teachers.

Chapter 5 provides guidance on handling allegations of abuse against teachers and other staff or volunteers in the education service. This guidance was first issued to the education service in November 2005 and, covering the whole of the children's workforce, it forms Appendix 5 of Working Together to Safeguard Children issued in April 2006.

There then follow an annex and a number of appendices that support this guidance, including flowcharts to assist schools and FE colleges with the recruitment and checking process.