
Safer Recruitment Policy – model for schools

Document Control

Document Ref:	HRSRT001	Date Created:	Oct 2012
Version:	4	Date Modified:	June 2015, March 2017
Revision due			
Author:	Jane Milone	Sign & Date:	
Owning Service	Human Resources		

Change History

Version	Date	Description	Change ID
1	Oct 2012	Restructured and revised toolkit	
2	January 2013	CRB references changed to reflect DBS	
3	June 2015	Updated to refer schools to KCSE and insert reference to guidance on 'Childcare disqualification requirements'	
4.	March 2017	Updated in line with changes to Keeping Children Safe in Education	

Governing Boards are recommended to adopt this policy and to follow the safer recruitment guidance for schools.

This model policy has not been written to apply to Academies, however Academies can adapt it so that it suits their needs.



Contents

1. Purpose	3
2. Applicability	3
3. Policy	3
4. Implementation	3
5. Roles and Responsibilities	3
6. Advertising	3
7. Safer Recruitment Training	4
8. Equal Opportunities	4
9. Safeguarding statement	4
10. Single central record (SCR)	4

1. Purpose

- 1.1 The purpose of this policy is to set out the school's approach to good practice in recruitment in line with the statutory guidance [Keeping Children Safe in Education](#).

2. Applicability

- 2.1 This policy applies to all employees, governors and volunteers working in the school.

3. Policy

- 3.1 This school is committed to using robust, rigorous and fair recruitment and selection practices to appoint the best people to work in the school, to help deter or reject unsuitable applicants from applying for and gaining positions within the school, and to ensure that the workforce is fully committed to the safety and welfare of children in a safe and secure school environment.

4. Implementation

- 4.1 This policy will be implemented by using the safer recruitment guidance for schools provided by the local authority.

5. Roles and Responsibilities

- 5.1 The governing board will appoint a selection panel consisting of at least three of its members (excluding the head teacher) to appoint a head teacher or a deputy head teacher. It will seek, and have regard to, advice from the local authority (and the diocese, where relevant).

- 5.2 The governing board has delegated responsibility to appoint all other staff to ~~the head teacher~~ or ~~one or more governors (specify)~~ or the head teacher and one or more governors (specify). ~~Note: If the delegation is made to governors only, the head teacher is entitled to attend all relevant procedures and offer advice which the governor or governors must consider~~

- 5.3 Governors may be invited to attend and be involved in recruitment and selection panels for staff in the school.

- 5.4 The head teacher is responsible for the internal organisation, management and control of the school. All staff and volunteers have a responsibility to ensure that the school environment is safe and secure for children and that appropriate procedures are followed.

- 5.5 Governing boards, head teachers and recruitment panels will ensure that the statutory guidance contained in [Keeping Children Safe in Education](#) is adhered to.

6. Advertising

- 6.1 In the interest of fair and open recruitment, consideration will be given to advertising vacant posts and how best to bring them to the attention of persons

qualified to fill them, including making use of any the local authority's advertising publications.

- 6.2 In the case of a vacancy for a head teacher or deputy head teacher, the governing board must advertise the vacancy or post in such manner as it considers appropriate, unless it has good reason not to. The governing board will seek advice from the local authority (and the diocesan authority, where relevant) before deciding not to advertise.

7. **Safer Recruitment Training**

- 7.1 Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply.
- 7.2 An e-learning course is available from the NSPCC on-line at [Safer recruitment in education course](#), or face to face training can be booked by emailing cyptraining@westberks.gov.uk
- 7.3 The school will adhere to local authority guidance and ensure that staff and governors are suitably trained to undertake safe recruitment.

8. **Equal Opportunities**

- 8.1 This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.
- 8.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership/non membership.

9. **Safeguarding statement**

- 9.1 Information sent out to all candidates for appointment will include the following statement;

“Safeguarding and promoting the welfare of children is integral to effective management in our school. This school is committed to safeguarding children and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks.”

10. **Single central record (SCR)**

- 10.1 A single central record of all pre-employment checks will be maintained, and will be available for inspection by the local authority as well as Ofsted. This includes;

- All staff who are employed to work at the school including salaried teacher trainees ;
- All staff who are employed as agency, supply staff* or contractors* ** to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artists.

10.2 Details of what to include on the single central record can be found in the safer recruitment guidance for schools.

10.3 *For agency staff, supply staff provided through a supply agency and contractors through a contractor organisation the school will request written confirmation from the agency/organisation that it has satisfactorily completed all relevant checks for each individual that the agency/organisation supplies to the school. The school should record the date this confirmation is received on the SCR. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure. Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency/organisation intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential. ** where a contractor is self employed the school should obtain the DBS check as self employed people are not able to make an application directly to the DBS on their own account.