**SAFER RECRUITMENT AND**

**SELECTION POLICY**



This Recruitment and Selection Policy has been produced in line with Keeping Children Safe In Education, 2024. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times.

Making safeguarding and promoting the welfare of children an integral factor in recruitment and selection is an essential part of creating safe environments for children.

**1. Recruitment and selection policy statement**

Urmston Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Urmston Primary School is committed to attracting, selecting, and retaining employees who will successfully and positively contribute to providing a valuable service. A motivated and committed workforce and appropriate knowledge, skills, experience, and ability to do the job is critical to the school’s performance and fundamental to the delivery of a high quality service.

**2. Purpose**

To ensure the recruitment of both permanent and temporary (including voluntary) staff is conducted in a fair, effective, and economic manner. To achieve this purpose, those that are responsible for each stage of the recruitment process will demonstrate a professional approach by dealing honestly, efficiently, and fairly with all internal and external applicants.

**3. Scope**

The policy applies to all employees and governors responsible for and involved in recruitment

and selection of all school based staff. Where a Headteacher or Deputy Headteacher is being

appointed, the Governing Body will consult with the LA about the recruitment process. The ultimate responsibility for recruitment and selection lies with the Governing Body. The Governing Body has delegated the responsibility to the Headteacher for appointing other than those to the leadership group.

**4. Principles**

The following principles are encompassed in this policy:

* All applications will receive fair treatment and a high quality service.
* The job description and person specification are essential tools and will be used throughout the process.
* Employees will be recruited on the knowledge, experience and skills needed for the job.
* Selection should be carried out by a panel with at least two members. At least one panel member should be Safer Recruitment trained and have received training on the recruitment and selection process through the NCSL online training package.
* Selection should be based on a minimum of completed application form, short listing, and interview.
* Monitoring and evaluation are essential for assessing the effectiveness of the process
* All posts will normally be advertised
* The Equality Act (2010) makes it a requirement to make reasonable adjustment to the recruitment process if an applicant makes the employer aware that they have a disability. This applies to the entire recruitment process, from advertisement to appointment.

**5. Equal Opportunities**

Urmston Primary School is committed to providing equality of opportunity for all and ensuring that all stages of recruitment and selection are fair. Recruitment and selection procedures will be reviewed on a regular basis to ensure that applicants are not discriminated against on the grounds of race, nationality, gender, gender reassignment, religion, age, disability, marital status, or sexual orientation. Urmston Primary School acknowledges that unfair discrimination can arise on occasion and therefore will ensure that the Equal Opportunities Policy is the foundation for all its activities.

At Urmston Primary School, we are determined to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and ability to participate fully in school life. We tackle discrimination through the positive promotion of equality by challenging stereotypes and by creating an environment that champions respect for all. At Urmston Primary School, we believe that diversity is a strength that should be respected and celebrated by all those who learn, teach, and visit us. All school policies have an explicit aim of promoting equality and will be reviewed in terms of their contribution and effectiveness in achieving this aim.

**6. Safer Recruitment – Recruitment and Selection Training**

Safer Recruitment is an online training package developed for Headteachers and Governors,

which aims to improve the recruitment processes in schools to help deter, identify, and reject

applicants who might be unsuitable to work with children. It is a requirement that at least one member of the interview panel has completed this training successfully prior to the start of the recruitment process.

**7. Pre-recruitment Process**

The objective of the recruitment process is to attract, select and retain staff who will successfully and positively contribute to the future development of the school. The first experience an individual has is important, therefore the experience should be positive and all those responsible for recruiting should:

* Leave a positive image with unsuccessful applicants who may currently be involved in the school or customers of the LA or future employees
* Give successful applicants a clear understanding of the post and what is expected of them
* Reduce the risk of a bad selection decision that can be expensive and may cause line management problems in the future or may not meet our commitment to safeguard children

**8. Advert**

* Prior to any recruitment advertisement appearing the manager responsible for the appointment will ensure that there is an up to date job description, person specification, a clear recruitment timetable and a relevant package of information for each post being advertised.
* All vacant posts will be advertised by means of a formal notice on the staff notice board as a minimum. Unless there are good reasons to the contrary then any vacant post will be advertised externally through Trafford’s Jobs Bulletin (on Trafford Council’s website). Use of other media, such as external notice boards, school newsletter, local or national newspaper will be carefully considered for cost effectiveness.
* Recruitment advertisements will comply with all national and local guidance regarding commitment to safeguarding children. All job adverts and information to applicants will emphasise this school’s commitment to safeguarding and promoting the welfare of children and young people.
* All enquires for further details, further information or informal visits to the school will be dealt with promptly and professionally to reflect positively on the school as a potential employer.

We will give clear contact details and will respond within two working days to communications by email, telephone or letter.

* Deadlines for all advertisements will allow reasonable time for completing and submission of applications.
* Job advertisements will be composed in a way which makes them as attractive as possible to candidates of all ages, sex, ethnic origin or disability.

**9. Application form**

The Trafford LA application form will be used for all posts. Curriculum Vitae should not be included, and they cannot replace the application form.

Online applications are welcomed. These will be stored in a secure location and will be signed on the day of the interview, if shortlisted for the post. Where applications are handwritten, a request will be made to write as clearly as possible. Information will be treated in confidence and only made available to the selection panel and staff involved in the process of recruitment and selection.

Receipt of applications will only be acknowledged if this is specifically requested.

**10. Job Description and Person Specification**

An accurate job description is required for all posts. A person specification is a profile of the

necessary requirements for the post.

**11. Shortlisting**

The Headteacher should agree who is to be involved in the shortlisting process. The shortlisting panel should consist of at least two people, and they should normally be two of those who will make up the selection panel. The panel should be selected with consideration to the job role. Any Inconsistencies and/or gaps in employment should be highlighted during the shortlisting process and discussed with the shortlisted candidate during the interview process, satisfactory reasons for gaps and inconsistencies must be provided .

The criteria for shortlisting should be based on the person specification to ensure that the shortlisting is carried out fairly and systematically.

The shortlisting process involves an assessment of information provided on the application form against the essential requirements of the role, as outlined in the person specification. Each of the essential criteria must be evidenced through specific examples, which demonstrate that the applicant meets the requirements of the role. Shortlisting decisions must be based on an objective assessment of evidence provided by the applicant and contained within the application form.

In line with Keeping Children Safe in Education (2024), the school may consider carrying out an online search (including social media) as part of their due diligence on shortlisted candidates. Schools and colleges should inform shortlisted candidates that online searches may be done as part of pre-recruitment checks. This will help identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with the applicant at interview. Candidates will be asked to complete a Vetting and Due Diligence Candidate Details Proforma (Appendix XX).

**12. References**

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. They should always be sought and obtained directly from the referee. Ideally, references should be sought on all short listed candidates, including internal ones, and should be obtained before interview so that any issues of concern they raise can be explored further with the referee and taken up with the candidate at interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, covering a period of at least 2 years, one of which must be from the candidate's current or most recent employer. If the current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they

have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification for the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

* the applicant's dates of employment, salary, job title/duties, reason for leaving,
* performance, sickness and disciplinary record whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired) whether any allegations or concerns have been raised about the candidate that relate to the safety and welfare of children or young people or behaviour towards children or young people.
* All references given should be in writing. Following the submission of a written reference, the school may make enquiries via phone for clarification purposes. In this instance, you should note the points raised and respond to them in writing. Under no circumstances should an oral reference be given as there is no record of the information received and the risk of misinformation or misinterpretation is great. It will not rely on references or testimonials provided by the candidate or on open references or testimonials.
* We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the candidate before any appointment is confirmed.

**13. Interviews**

The interview should assess the merits of each candidate against the job requirements and explore their suitability to work with children. The selection process for people who will work with children should always include a face-to-face interview even if there is only one candidate.

**14. Interview Panel**

Although it is possible for interviews to be conducted by a single person it is not recommended. It is better to have a minimum of two interviewers, and in some cases, e.g. for senior or specialist posts, a larger panel might be appropriate. A panel of at least two people allows one member to observe and assess the candidate, and make notes, while the candidate is talking to the other. It also reduces the possibility of any dispute about what was said or asked during the interview.

The members of the panel should:

* have the necessary authority to make decisions about appointments
* be appropriately trained, (one member of interview panels in school should have undertaken training ‘Safer Recruitment’)
* meet before the interviews to:
* reach a consensus about the required standard for the job to which they are appointing
* consider the issues to be explored with each candidate and who on the panel will ask about each of those
* agree their assessment criteria in accordance with the person specification

Where a candidate is known personally to a member of the selection panel it should be declared before short listing takes place. It may then be necessary to change the selection panel to ensure that there is no conflict of interest and that equal opportunities principles are adhered to.

**15. Scope of the interview**

In addition to assessing and evaluating the applicant’s suitability for the particular post, the

interview panel should also explore:

* the candidate’s attitude toward children and young people
* their ability to support the authority / establishment’s agenda for safeguarding and promoting the welfare of children
* gaps in the candidate’s employment history
* concerns or discrepancies arising from the information provided by the candidate and / or a referee
* ask the candidate if they wish to declare anything in light of the requirement for a DBS check

If, for whatever reason, references are not obtained before the interview, the candidate should

also be asked at interview if there is anything they wish to declare / discuss in light of the

questions that have been (or will be) put to their referees. (It is vital that the references are

obtained and scrutinised before a person’s appointment is confirmed and before they start

work.)

**16. Conditional Offer of Appointment: Pre-Appointment Checks**

An offer of appointment to the successful candidate should be conditional upon:

* the receipt of at least two satisfactory references
* verification of the candidate’s identity
* verification of the candidate’s medical fitness
* verification of qualifications
* verification of professional status where required e.g. GTC registration, QTS status (unless properly exempted), NPQH:
* A check of the Barred Children’s checklist and a satisfactory DBS Enhanced Disclosure
* Verify the candidate is not subject to a prohibition order (teachers)
* (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7th May 1999)
* (for non-teaching posts) satisfactory completion of the probationary period
* Verification of eligibility to work in the UK
* Vetting & Due Diligence checks

Urmston Primary School will liaise with the LA in order to follow relevant DBS guidance if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.

All checks should be:

* Confirmed in writing
* Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations)
* Followed up where they are unsatisfactory or there are discrepancies in the information provided

Any offer made will be withdrawn where:

* The candidate is found to be on the Children’s Barred List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court
* An applicant has provided false information in, or in support of, his / her application
* There are serious concerns about an applicant’s suitability to work with children the facts should be reported to the LA, police and/or the DfE.

Following the offer and acceptance of employment, employees should not commence working for the school until full clearances have been received and checked, other than in exceptional

circumstances (see Appendix 1).

**17. Post Appointment Induction**

There should be an induction programme for all staff, governors and other volunteers newly appointed in the school, including teaching staff, regardless of previous experience. Applicants’ attitudes and behaviour should continue to be monitored or supervised post appointment.

For further information please refer to the Guidance document or DfE document ‘Safeguarding Children: Safer Recruitment and Selection in Education Settings’ and Keeping Children Safe in Education, most recent edition, currently 2024.

**18. Retention of records**

If a candidate is appointed, the school will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

**19. Implementation of the policy**

Our school will manage implementation of this policy with the support and guidance of the Local Authority.

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.

**20. Complaints**

Anyone who feels that their treatment has been in breach of this policy may bring a formal complaint. Existing staff of the school should use the established grievance procedure. External applicants should raise their complaint by writing to the Chair of Governors setting out the relevant details, who will ensure that a full investigation of the complaint is undertaken and that a written response is provided within 15 working days of receiving the complaint.

**21. Review**

This policy will be reviewed annually and at any other time if changes are required to comply with changes in legislation, regulation or national or LA advice. Any amendments will require the approval of the full Governing Body.

**Signed: Stephen Smith (Chair of Governors)**

**Date: January 2025**

**To be reviewed: January 2026**

Appendix 1: Risk Assessment - Key Questions for Consideration

Appendix 2: Record Keeping

**Appendix 1**

**Risk Assessment - Key Questions for Consideration**

1. What are the reasons for considering commencement of employment prior to receiving clearance?

*This should not be a natural default position, and should be exceptional and clearly linked to the circumstances identified in response to question 2 below.*

2. What would be the consequences to service delivery, of waiting until clearance is received?

*Again, these should be exceptional and have a demonstrable substantial impact on service users (e.g. partial or full school closure). You should be able to demonstrate how you have used effective planning to avoid/minimise this disruption, and clearly show where this has been unavoidable.*

3. If the employee commenced in their role, what would be their normal level of access to children/vulnerable adults?

i) Unsupervised access one-to-one

ii) Unsupervised access to a group

*Neither of these would be acceptable arrangements in any circumstances during this “waiting period”.*

iii) Supervised access one-to-one

iv) Supervised access to a group

v) No direct access, but based within premises

*If an employee does commence employment prior to clearance being received, their access must be supervised at all times. The level of risk declines as the list progresses, however, there*

*continues to be a risk with each of these scenarios.*

4. Has the employee left employment to take up the post?

*The employee themselves runs a risk if they leave existing employment to take up a post that*

*remains subject to clearance. This should be made clear to them.*

5. Is there previous satisfactory DBS clearance documentation available?

*If a previous disclosure/verification of clearance is available, consider how recent it is and whether the employee has continued to work for that employer continuously since then. This* ***does not*** *offer any guarantee of current clearance, however, it may reduce the likelihood of convictions, complaints, investigations, etc., having occurred in the intervening period. See also “Portability”*

6. Are the other checks and clearances in place?

*Again, the existence of other checks and clearances does not eliminate risk, or conclusively verify a candidate’s suitability to commence employment. However, a candidate for whom we have verified qualifications, reliable references from existing employer, and has provided a complete employment history, etc., is potentially less of a risk than someone for whom we have not yet completed any checks with regard to identity or background, or who has gaps in employment/education history.*

If a decision is taken to commence an employee prior to receiving clearance, their contract of

employment should remain subject to this condition being met. The employee must have completed and submitted their completed disclosure application to the DBS. The application’s progress within the DBS system should be checked and monitored on a regular basis.

As referred to above, robust and reliable supervision arrangements must be put into place during the “waiting period”. The employee must be clearly notified of the supervision arrangements that are in place. The situation must be checked and monitored at least every two weeks. The Head Teacher remains accountable during this time, until the clearance is received, checked and suitability confirmed.

**Portability**

The DBS does not endorse the use of portability, i.e. the re-use of a DBS disclosure obtained for a position in one organisation and later used for another position in another organisation. A disclosure carries no formal period of validity and only reflects information that was available at

the time of its issue. As a responsible employer, we will therefore exercise caution in the portability of disclosures. Portability carries a risk and should only be considered as part of an overall risk assessment process, and reserved for exceptional circumstances. Further information on the limitations and risks of portability can be obtained from the DBS.

As part of the risk assessment process, the following guidelines are given:

* In relation to permanent appointments, or those expected to last in excess of six months, an employee may commence employment with relevant risk-control measures, upon sight of an enhanced disclosure that is less than two years’ old. A new disclosure must be applied for, and the contract will remain subject to this requirement.
* For short-term appointments, such as the use of agency staff, the enhanced disclosure should not be accepted if it is more than one year old. If the use of the individual is expected to recur, a new disclosure should be applied for. It is not mandatory for an employee to undergo a DBS check, if they have been and remained in a post identified as requiring clearance, since prior to 2002 (with the exception of circumstances arising under (v) above). The LA however, encourage and facilitate such checks on a voluntary basis, to ensure maximum management of risk in the protection of children and vulnerable adults.

**Positive Disclosures**

The term “positive disclosure” refers to a disclosure containing information relating to convictions, cautions, reprimands, etc., plus “soft information” relating to non-convictions, but which police forces deem relevant. If a positive disclosure is received for an employee who has already commenced work, the individual should be immediately withdrawn pending further enquiries.

It is essential that as a school we follow a consistent process for considering such disclosures and for making subsequent judgements regarding an applicant’s suitability for employment.

The following key stages must occur in the process:

* Positive disclosure should be passed to an LA HR Manager
* The HR Manager will do an initial assessment of whether the offence(s) listed are sufficiently serious to cause concern. This assessment will be in accordance with the following checklist:

- The seriousness and nature of the offence(s)

- The nature of the appointment

- Length of time since the offence(s) occurred

- Number and pattern of offences

- The applicant’s age at the time

- Any explanation of the circumstances, which may have already been given

- Concealment of offences at application stage

* If offences were not declared, this will automatically warrant an interview with the applicant.
* Judgements at this stage will often err on the side of caution.
* If the HR Manager recommends that the offence(s) is not sufficiently serious to warrant an interview, the decision to employ will be signed off by the Head Teacher/Head of Service.
* If it is judged that an interview is necessary, this should be undertaken between the relevant Head Teacher/Head of Service and the prospective employee. Another officer should be present, such as an appropriate senior manager or an HR representative.
* The meeting is an essential part of the process, as it is necessary to verify that the information contained on the disclosure does indeed relate to the individual concerned. This verification must be sought prior to any judgements being made. There have been occasions where CRB system errors have occurred and information supplied has been wrongly attributed to individuals.
* The disclosure should be discussed with the prospective employee. The discussion will aid the decision-making process, and should again broadly focus around the following:

- The seriousness and nature of the offence(s)

- The nature of the appointment

- Length of time since the offence(s) occurred

- Number and pattern of offences

- The applicant’s age at the time, circumstances/explanation

- Concealment of offences at application stage

* Based upon the findings of the interview, the Head Teacher will undertake a risk assessment with regard to the suitability of the employee. Judgements regarding suitability are not wholly confined to the disclosure revealing offences against children or vulnerable adults. Other types of offences may render a prospective employee unsuitable. In addition to convictions or cautions, this may also include having harmed or placed children or vulnerable adults at risk or harm; or having exhibited behaviour, which leads to the belief that there may be a child or vulnerable adult at risk of harm in the future.
* The Head Teacher should not take the decision in isolation, but will be accountable for it. There should be a clear record made of the decision, bearing the judgement and signature of the accountable Head Teacher (see “Record Keeping”). This judgement should not contain details of the offences.

**Appendix 2**

**Record Keeping**

Each individual school and registered care establishment must keep a single, central record

collating when and by whom checks on the identity, qualifications and outcomes of List 99 and

DBS checks on staff were made.

There is a requirement to request full details of DBS checks carried out on staff supplied through an agency. We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.

Useful websites www.dbs.gov.uk www.disclosure.gov.uk

www.dfes.gov.uk www.teachernet.gov.uk

www.ofsted.gov.uk

**School Guidance on Record Keeping for Safe Recruitment and Vetting**

In addition to the various staff records, which are kept as part of normal business, schools must also keep and maintain a single central record of recruitment and vetting checks.

Schools must have a record of the following people:

* All staff who are employed to work at the school providing education;
* All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
* The record should include 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 artist.
* This record must be in place from 1 January 2007 for all staff and other relevant individuals (as set out above) appointed or chosen on or after that date. By 1 April 2007 the record must include all current staff and relevant individuals appointed or chosen before 1 January 2007. It is vitally important that a record of checks are in place and readily available for Ofsted and HMI.
* For the purposes of creating the record of checks for supply staff provided through a supply agency (whether Stop Gap or commercial), the school will need written confirmation from the supply agency that it has satisfactorily completed the checks. The school does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure. However, identity checks must be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them.
* Information disclosed as part of a DBS Disclosure must be treated as confidential. It is an offence for DBS Disclosure information to be passed to anyone whom does not need it in the course of their duties. A Disclosure may be passed from agency to agency, between local authorities and agencies and between schools/colleges and agencies if the subject give written consent. The Disclosure information must be kept in secure conditions and must be destroyed, by secure means, as soon as it is no longer needed. However, before the Disclosure is destroyed, records need to be kept detailing the date the Disclosure was obtained, whom obtained it (i.e. school, local authority, supply agency, college), the level of Disclosure, and the unique reference number. The headteacher and/or local authority will keep a note of what other information was used to assess suitability.

**Central Record**

The central record must indicate whether or not the following have been completed:

* Identity checks;
* Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate;
* Checks of permission to work in the United Kingdom;
* Children’s Barred List Check
* DBS Enhanced Disclosure;
* Further overseas criminal records checks where appropriate.

Where the governing body provides services or activities directly under the supervision or management of schools staff, the school’s arrangements for staff appointments will apply. Governors need to be aware that it is their responsibility to ensure that proper records are kept.