



# Holly Park School Safer Recruitment Policy

## **1. 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.

## **2. STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably Head Teachers and Deputy Head Teachers. These requirements change from time-to-time and must be met. There is advice in Keeping Children safe in Education.

## **3. IDENTIFICATION OF RECRUITERS**

At least one recruiter has successfully received accredited training in safer recruitment procedures. The school will move to a position where all members of the Leadership Team and some Governors have completed the accredited training.

## **4. INVITING APPLICATIONS**

4.1 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 postholders are subject to a satisfactory enhanced Disclosure and Baring Check. Staff and Support Staff working in the EYFS and children under 8 will be checked against the Childcare (disqualification) Regulations”*

The job description should also point out the responsibility of the post holder with regard to safeguarding.

We use the London Borough of Barnet application forms which includes a self disclosure section.

It may not always be necessary to advertise for all posts for example:

In difficult circumstances – e.g teacher shortages, difficulty getting specialist teachers, long term school closures, a national crisis

At short notice – with not long to go before a new post needs to start, after the national resignation deadline has passed

If the post is for a fixed term - e.g for a one year contract

Some posts may be advertised internally only.

However it is important that applicants complete an application form and also go through an interview process

### **The staff and settings covered by the further by the Keeping Children Safe in Education guidance:**

The following categories of staff in nursery and primary settings are covered by the Childcare (Disqualification) Regulations 2009:

- staff who work in early years provision (including teachers and support staff working in school nursery and reception classes);
- staff working in later years provision for children who have not attained the age of 8 including before school settings, such as breakfast clubs, and after school provision;
- staff who are directly concerned in the management of such early or later years provision.

The Regulations refer to employing a person “in connection with” these provisions and we therefore conclude that:

- Infant and Nursery Schools - All staff and volunteers will be covered
- Primary/Junior Schools:

#### **Staff who provide any care for a child up to and including reception age.**

This includes education in nursery and reception classes or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care provided by the school) both during the normal school day and outside of school hours for children in the early years age range.

#### **Later years provision (for children under 8)**

Staff who are employed to work in childcare provided by the school outside of the normal school day for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school’s choir or sports teams) but it does include before-school settings, such as breakfast clubs, and after school provision.

Staff who are directly concerned in the management of early or later years provision are covered by the legislation. Schools will need to use their judgement to determine who is covered, but this will include the headteacher, and may also include other members of the school’s leadership team and any manager, supervisor, leader or volunteer responsible for the day-to-day management of the provision.

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

- job description and person specification;
- the school’s child protection policy;
- the school’s safer recruitment policy (this document);

- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

## **5. SHORT-LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification for the post. There will always be at least 2 people at the short listing stage.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 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. These will be signed and dated and put in the file.

5.5 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.

5.6 Holly Park has its own reference request form.

Referees will always be asked specific questions detailed in a standard reference request proforma. It will include 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
- Details of responsibilities of previous post

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

5.8 In addition, as part of the shortlisting process schools should consider carrying out an online search (including social media) as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

## **6. THE SELECTION PROCESS**

### **A) SELECTION PANELS**

- Statutory Responsibilities - for appointments are set down in 'The Governors guide to the Law' and will be followed
- Wherever possible for appointments for teachers and support staff an appropriately trained Governor will be part of the selection panel however this is not essential and will not always be possible..

### **B) SELECTION TECHNIQUES**

6.1 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.

## **8. INTERVIEWS**

A person who has Safer Recruitment also sits on the panel at interview.

- 8.1 At least 2 people will interview. If possible more staff will be involved
- 8.2 Questions will be prepared in advance
- 8.3 Interviews will always be face to face
- 8.4 Interviews will probably involve multiple elements – tasks, tours and activities
- 8.5 Warner Style questions will be used to elicit evidence of past behaviour
- 8.6 The panel will avoid hypothetical questions
- 8.7 Attitudes to children and child protection will be explored
- 8.8 While there will be a core of questions asked to all candidates, there will be supplementary questions in order to delve into anomalies in application forms and to extend answers if necessary
- 8.9 Candidates will need to declare any information that is likely to appear on a DBS disclosure; to meet the criteria set out in the Keep Children Safe in Education legislation
  - to provide actual certificates of qualifications
  - to provide proof of eligibility to live and work in the UK

## **9. PRE EMPLOYMENT CHECKS**

These will involve:

Proof of identity – photographic and DOB

Eligibility to work in the UK

DBS and Barred list – prohibition to work with children

Teachers appointed after 2/9/13 – a prohibition to work with children check

Original copy of qualifications – Degree, QTS etc

Overseas check if necessary

## **10 INDUCTION**

10.1 All staff who are new to the school will receive induction training that will include the school's safeguarding policies and procedures and guidance on safe working practices. The staff Code of Conduct. This induction will be recorded on the single central record.

10.2 Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

## **11. GOVERNORS AND VOLUNTEERS**

11.1 We will ensure that the same procedures are followed for agency staff, volunteers and temporary posts.

11.2 Volunteers if regular will have a DBS and barred list if they are not supervised

11.3 Governors will have the same principles applied as for volunteers

## **12 CONTRACTORS, AGENCY AND CATERERS**

12.1 Agency, contractors and caterers are DBS checked by their employers and these are provided to the school

12.2 Their employers should check against the barred list

## **13. ANNUALY**

13.2 Every member of staff will be reminded at the September Inset that they should report to the Headteacher if they have been charged, arrested or convicted of a crime in the last year. It is their duty to let the Headteacher know.

## **14 ONGOING**

- 14.1 Everyone should be aware of the Whistle blowing policy
- 14.2 Everyone should be aware about managing allegations against staff or volunteers
- 14.3 There should be an ongoing culture of vigilance at the school in terms of safeguarding
- 14.4 We aim to be a listening school

**15. REFERENCES FOR STAFF LEAVING HOLLY PARK**

15.1 Any staff leaving Holly Park to take up a new post in another location will need a reference. References that are professional references and coming from the school must follow the following procedures:

References for teaching staff should **ONLY** be written by the Headteacher or the Deputy. In other instances references could be written by a line manager e.g a mealtime supervisor reference written by the business manager and a Level 2 TA written by the SENCO but the Headteacher must have sight of it.

At Holly Park we will keep personnel files for 7 years. We will not give references for anyone who has left the school for a period of longer than 5 years

In terms of any allegations against staff:

Substantiated allegations will be recorded on file and included in references

Malicious allegations will not be recorded on file and not recorded in references

False allegations will be recorded on file and not included in references

Unsubstantiated allegations will be recorded on file but not recorded in references

This policy should be read in conjunction with:

Safeguarding Policy

Whistle blowing policy

Managing allegations against staff or volunteers (within safeguarding)

**Document Control**


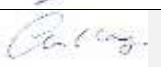
This policy will be reviewed bi annually

**Revision History**

Version	Revision Date	Revised By	Revision
1.0	Autumn 2013	Govs S&PW	Updated
1.1	Autumn 2014	Govs S&PW	Updated
1.2	October 2015	Govs S&PW	Updated
1.3	Nov 2015	Ann Pelham	Updated in light of current advice & recent training
1.4	September 2016	Govs S&PW	Updated & Reviewed
1.5	September 2017	Govs S&PW	Updated & Reviewed
1.6	Autumn 2018	Govs S&PW	Updated & Reviewed
1.7	Autumn 2019	Govs S&PW	Updated & Reviewed
1.8	Autumn 2020	Govs S&PW	Ratified

1.9	Autumn 2021	Govs S&PW	Ratified
2.0	Autumn 2022	Govs S&PW	Ratified
2.1	Autumn 2024	Govs S&PW	Ratified

### Signed by

	Name	Signature	Date
Headteacher	Ann Pelham		December 2024
Chair of Governors	Clare Hegarty		December 2024

### Distribution

Shared with
<ul style="list-style-type: none"> <li>• Staff via school server</li> <li>• Governors via committee meetings</li> </ul>

Date for next review
Autumn 2026