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Lanesend Primary School

Safer Recruitment Policy Safeguarding, Welfare and Children's Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: May 2020 (Every 2 Years)

Reviewed By: Money Group / Full Governing Body

Lanesend Primary Safer Recruitment Policy

INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that:

- Attracts the best possible applicants to apply for any vacancies.
- Has safeguarding as of paramount importance throughout all stages of recruitment, selection and induction process.
- Deters prospective applicants who are unsuitable for work with children or young adults.
- Identifies and rejects applicants who are unsuitable to work with children and young people.

STATUTORY REQUIREMENTS

The policy supports the statutory requirements outlined by the DFE.

IDENTIFICATION OF RECRUITING PARTIES

The school ensures at least two members of staff and a member of the Governing Body have completed the recommended Safer Recruitment training and passed the required examination, which fully meets requirements.

The named Safer Recruitment personnel are:

- Caroline Sice
- Carrie Almond
- Tara Hopkinson
- Dave Cooper
- Vicki Thomas
- Kat Norcutt

The Headteacher will ensure all staff and governors involved in the recruitment process have been fully briefed about the procedures and protocol prior to the commencement of engagement in the recruitment process. All Safer Recruitment personnel must complete the course and retrain when appropriate.

INVITING APPLICATIONS

All advertisements will include the statement:

“Lanesend Primary is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment. All enhanced DBS safeguarding checks will take place.

We are an equal opportunities employer.”

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

- Job description and person specification.
- An application form.
- Equality form.
- Disclosure of criminal convictions form.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their DBS checks indicates that they present a risk to children. A risk assessment will be carried out and any criminal records are referred to the Chair of Governors for approval.

All prospective applicants must complete **in full** an application form. Incomplete application forms may be rejected at the short-listing stage.

SHORTLISTING AND REFEREES

Shortlisting of candidates will be carried out in relation to the identified person specification for each post. Each candidate will firstly be checked against the ‘essential criteria’. If a large number of candidates meet the essential criteria then the selection panel may consider the ‘desirable criteria’ in order to make a subsequent shortlist.

References will be sought directly from the referee. References will be completed using the Lanesend reference request form. Open references will never be accepted (i.e. general and To Whom It May Concern). References will be sought prior to interviews taking place wherever possible.

Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies.

Referees will always be asked specific questions about:

- The candidate’s suitability to work with children and young people.
- Any disciplinary warnings, including time expired warnings that relate to the safeguarding of children.
- The candidate’s suitability for the post.

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

THE SELECTION PROCESS

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates. At least one

member of the panel will have completed the Safer Recruitment training and hold the certificate.

Interviews will always be face to face.

Candidates will always be required to:

- Explain satisfactorily any gaps in employment.
- Explain to a satisfactory conclusion any anomalies or discrepancies in the information available to recruiters.
- Declare any information that is likely to appear on a DBS enhance clearance.
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required to:

- Provide proof of identity.
- Complete a DBS disclosure application and receive satisfactory clearance. A school must be in receipt of the DBS Enhanced Clearance as soon as it is available to the applicant. Failure to present this information will lead to disciplinary action being taken. Please refer to our DBS Policy alongside this policy.
- Provide actual certificates and qualifications (not photocopies) which must be signed off by the Headteacher.
- Provide proof of eligibility to live and work in the UK.
- All teachers will also be checked on the National College for Teaching and Leadership (NCTL) website.

INDUCTION

All staff new in post, including volunteers, will receive an induction pack and receive training that will include safeguarding, safe working practices, whistle blowing and child protection. Every new member of staff will have an identified Induction Mentor who will oversee the induction process for, and continue to monitor for, a minimum of 12 weeks to ensure they adhere to policies and procedures as outlined in the Induction Process.

The Induction Mentor will ensure new staff members have the sufficient support and guidance and will monitor working practices to identify any anomalies. Any concerns will be passed immediately to the Headteacher or Deputy Head. A two, four and six month review will be carried out for all staff.

SUPPLY STAFF

Lanesend Primary will use only those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially.

The School Development Manager will carry out identity checks when the individual arrives at school.

PERIPATETIC STAFF

Lanesend Primary will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

VOLUNTEERS

In instances where volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc), then references and completion of an application form will not be necessary. However, the school will need to see the DBS clearance if applicable.

Volunteers will be required to:

- attend a pre-meeting with the Head Teacher, wherever possible.
- complete an induction.
- complete the necessary DBS and safeguarding checks.