

Five Ways Primary School



Safer Recruitment Policy

September 2024

Safer Recruitment and Selection

At FIVE WAYS PRIMARY SCHOOL we pay full regard to 'Keeping Children Safe in Education 2024'. Our Safer Recruitment and selection practice includes scrutinising applicants, verifying identity, checking academic or vocational qualifications, obtaining professional and character references, checking previous employment history, and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and appropriate checks including criminal record checks (DBS checks), barred list checks, prohibition checks whether they are known to the police and/or social care, if they have been disqualified from providing childcare and any relevant overseas information. Evidence of these checks is recorded on our Single Central Record.

Staff who have lived or worked outside the UK **will** undergo the same checks as all other staff, even if they have never been to the UK. We will ensure that any other appropriate checks are carried out so that any relevant events that occurred outside the UK can be considered. These checks could include criminal records checks for overseas applicants and for teaching positions obtaining a letter (via the applicant) from the professional regulating authority in the country (or countries) in which the applicant has worked confirming that they have not imposed any sanctions or restrictions, and or that they are aware of any reason why they may be unsuitable to teach.

Guidance

- [Application process for criminal records checks overseas](#)
- [Regulated professions database](#)
- [UK Centre for Professional Qualifications](#)

Separate barred list checks are only be carried out in the following circumstances:

- for newly appointed staff who are engaging in regulated activity, pending the receipt of an Enhanced Certificate with Barred List information from the Disclosure and Barring Service (DBS) (and where all other relevant checks as per paragraph 213 have been carried out); or,
- where an individual has worked in a post in a school or college that brought them into regular contact with children or young persons which ended not more than three months prior to that person's appointment to the organisation (and where all other relevant checks as above have been carried out).

All recruitment materials will include reference to the school's commitment to safeguarding and promoting the wellbeing of pupils. Relevant staff have undertaken appropriate training in Safer Recruitment. (See training schedule at the front of this document)

One of the trained safer recruitment staff will be involved in **all** staff and volunteer recruitment processes and sit on the recruitment panel. A member(s) of the Governing Body has received Safer Recruitment training.

Induction

All staff will be made aware of the systems we have in place to support safeguarding. These are explained as part of staff induction, including:

- The Safeguarding policy;
- The Behaviour policy;
- Child on Child Abuse Policy;
- The staff behaviour policy (sometimes called a code of conduct).
- The safeguarding response to children who go missing from education; and
- The role of the DSL (including the identity of the DSL and any deputies).
- At least part one of KCSIE 2024.

If staff, supply staff, visitors, volunteers, or parent helpers are working with children alone they will, wherever possible, be visible to other members of staff. They will be expected to inform another member of staff of their whereabouts in school, who they are with and for how long. Doors should have a clear glass panel in them and where possible be left open. No visitors, volunteers or parent helpers will be left unsupervised with children or out of sight of the teacher or member of staff in charge. It is the responsibility of the member of staff to ensure this is the case.

Guidance about acceptable conduct and safe practice will be given to all staff and volunteers during induction. These are sensible steps that every adult should take in their daily professional conduct with children. All staff and volunteers are expected to carry out their work in accordance with this guidance and will be made aware that failure to do so could lead to disciplinary action.

Equality

The school follows the Local Authority guidelines related to the recruitment and selection of staff. When vacancies occur, we:

- Advertise the position sufficiently widely to allow a reasonable number of applicants.
- Ensure candidates are aware of the school selection procedure, criteria and candidate specification.
- Interview, applying the same principles to each candidate.
- Provide feedback to candidates upon request and explain decisions made as soon as possible.

Every attempt will be made to enable candidates to demonstrate their abilities and interviewers will ensure that judgements are not made with regards to ethnicity, gender or disability. Selected staff at the school have undertaken 'Safer Recruitment' training and at least one member of any interviewing panel is trained in this way.

Appointment will be made on the basis of merit and suitability for the post. Once in post, an induction programme supports staff during the initial stages of employment and opportunities for staff development are on-going for all members of staff. The performance management process reflects the principles of equal opportunities.