



PONTELAND COMMUNITY MIDDLE SCHOOL

Safer Recruitment Statement

Introduction

Safeguarding children must be a priority for our school and incorporating safeguarding measures in the recruitment process, at the same rigorous level no matter what the posts within the school, is an essential part of that.

(NCSL, 2006)

Aims and Objectives

- To set out our philosophy of safer recruitment.
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for appointments.
- To ensure that the safety of children is at the heart of all appointments to the school.

The Process

- Recruitment advertising must contain a safer recruitment statement.
- The job description must be clear.
- The person specification must include child protection duties.
- A minimum of two written references must be taken up before interview. If a candidate is not currently working with children but has done so in the past then an additional reference may be required.
- The interview process is conducted by the Headteacher and one or two governors whom has been trained in safe recruitment practices.
- Gathering information and carrying out checks on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview.
- An assessment will be made of every post as to the degree of (un)supervised access to children and the key skills required.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.
- Opportunities will be provided during the induction process to recognise any concerns or issues of or about new members of staff at the outset and act upon them immediately.

Inviting applicants

- All adverts should carry a statement on the School's policy towards safeguarding children and the requirements for DBS checks.
- Information packs to candidates should also include the safer recruitment policy/statement.
- It will be made clear to candidate that only LA completed application forms will be accepted (not CVs).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in a candidates application form will be explored, this will include: incomplete forms and gaps in work history.
- Candidates must bring a form of ID to the interview and certificates to the interview which must be original documents.
- Two references must be taken up prior to interview. One must be the current, or more recent, employer.
- If recruiting from overseas, a letter/certificate of good conduct from overseas will be required
- Any discrepancies in the application will be followed up by phoning the referees.
- If concerns continue, then advice will be sought from the LA/HR.
- Providing false information will result in the application being rejected; summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, or informing other Schools where necessary.
- When requesting references the referee will be asked about the candidate's suitability for working with children using the LA agreed reference request form.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection requesting examples of incidents from the candidate's history rather than hypothetical incidents.
- The interview panel will apply the same procedures to all candidates.
- The interview panel will meet beforehand to analyse and review all the information about the candidates and formulate questions. The interview panel will not apply the same questions rigidly to all candidates but will ask further probing questions if required. Notes will be taken of all answers candidates give.
- No interviews will take place over the telephone.
- Candidates will be asked during the interview if they are a firm candidate for the post.
- Candidates must apply online for a DBS, which must come back clear, before commencing employment.

Conclusion

“...careful recruitment of staff is the first step to safeguarding and promoting the welfare of children in education”

Our school is committed to equality, and to making fair and equitable treatment an integral part of the work of the school. Action will be taken to identify and eliminate all forms of discriminatory practices which act as barriers to achieving this objective.

All arrangements for, and the implementation of, all recruitment and selection activities will comply with sex, sexual orientation, transgender race, religion, rehabilitation of offenders, disability and age anti-discriminatory legislation.

All those participating in recruitment and selection activities are expected to make judgements and exercise discretion. Judgements and choices should be made within the parameters of the information provided within the “*Recruitment and Selection Guide for Schools and Colleges*” to appoint individuals whose skills, behaviours and competencies are best matched to the duties of the post, in order to deliver the highest quality education to children and young people within the school

Safe Recruitment Form

Please read the attached Safe Recruitment Statement before completing this form then complete in block capitals. You may continue on a separate sheet if you wish.

Full name and address:				
Date of birth:				
Any previous names / surnames:				
School applying to:				
Post applying for and the reference number:				
Have you ever been convicted of a criminal offence or been the subject of a caution, warning or reprimand (other than those that are subject to filtering)?	Yes		No	
If yes, please state the nature of the offence(s) and the date(s) in the space given (you may continue on a separate sheet if necessary):				
Is your name currently on Barred List (list of people legally barred or restricted from working with children)?	Yes		No	
Are you subject to sanctions imposed by a regulatory body (for example the DFE)?	Yes		No	
If yes, please state the nature of the sanctions imposed (you may continue on a separate sheet if necessary):				
Have you lived or worked overseas in the previous five years.	Yes		No	
Have you been DBS cleared by Northumberland County Council within the last 3 years?	Yes		No	
If yes, have you had a break in service in the last 3 years?	Yes		No	
Do you give your consent to an external ID validation check (if required)	Yes		No	

Safer Recruitment Form continued

I am registered with the DBS online update service	Yes		No	
If yes, I hereby give Northumberland County Council permission for this application and any subsequent relevant employment with them to check my certificate with the DBS update service. I also give permission for them to take a copy of my certificate and that the relevant information will be stored on a secure database as part of the employment check process.	Yes		No	
I confirm that I have read the Safe Recruitment Statement that accompanies this form	Yes		No	

I certify that to the best of my knowledge the information I have given on this form is correct.

I agree to obtain and provide an Enhanced Certificate of Disclosure from the Disclosure and Barring Service, if I am offered the post.

Signed: Date:.....

Safer Recruitment Statement

The school and Northumberland County Council are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974. To be considered for this employment, you must disclose details of any non protected convictions, cautions, warnings or reprimands you may have. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service (DBS) website (<https://www.gov.uk/government/publications/dbs-filtering-guidance>).

We therefore ask you to complete this form as fully as possible and return it with your application. The only people who will see the information you give us will be those directly involved in the recruitment process. All information will be handled in accordance with our Code of Practice on the Disclosure of Criminal Convictions. At interview, or in a separate discussion, we will ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position.

If you are successful at interview, we will require you to make an application to the DBS to obtain an Enhanced Certificate of Disclosure and barred list check. If you are currently employed by Northumberland County Council and have obtained an Enhanced Disclosure with Northumberland County Council within the last 3 years, it may not be necessary to apply for another Disclosure. If you are subscribed to the DBS online update service, then your DBS certificate may be 'portable' between employers and organisations provided it is at the right level and for the right workforce.

To speed up the appointment process, please inform us of your registration status. If you are registered, we need your permission to use the online update service for the purposes of obtaining an up to date DBS certificate check should you be offered an appointment. We also ask for your permission that a recheck can be made during your relevant employment if required by any legal, safeguarding or regulatory body.

If you have worked or have been a resident outside of the UK within the last 5 years, you must provide a certificate of good conduct or a copy of your criminal record for the period of time which you were abroad. Your appointment is subject to this check and it is important that you keep Employee Services informed of the progress you make in obtaining this document.

To obtain either a certificate of good conduct or a copy of your criminal record, you must contact the UK based embassy of the country in which you worked or lived. You can find out more information on how to get an overseas check on the website www.homeoffice.gov.uk/DBS

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s). The DBS has a code of practice, which we fully comply with. If you want a copy of the code, please contact the Employee Services team on 01670 622 841.

Revision Record of Published Versions			
Author	Creation Date	Version	Status
PCMS	March 2017	1.0	Draft Policy/Statement for Staff and governor consultation
Changed by	Revision Date	Version	Status
PCMS		1.0	Annual review by HT
PCMS		2.0	Annual review and update by HT
PCMS		2.0	Annual review by Governing body
PCMS		2.0	Annual review and update by HT