



Safer Recruitment Policy

Updated: June 2023

To be reviewed: February 2025

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Farndon Primary School

**EQUALITY SCHEME
EQUALITY IMPACT ASSESSMENT FOR
SAFER RECRUITMENT POLICY**

Staff / Committee involved in development:	Health and Safety Committee; Headteacher
For use by:	Staff and Parent/Carers
This policy relates to statutory guidance:	Keeping Children Safe in Education Sept 2022 Disqualification Under the Child Care Act 2006 Prevent Duty Disqualification under the Childcare act 2006 Data Protection Act 2018
Key related Farndon Policies:	Safeguarding Child Protection

Equality Impact Assessment: Does this document impact on any of the following groups? If YES, state positive or negative impact, and complete an Equality Impact Assessment Form or action plan, and attach.

Groups:	Yes/ No	Positive/Negative impact
Disability	Yes	Application form used is the CWAC form. Included in that form candidates can select personal status. When shortlisting, Governors only consider how an applicant meets the Job description and person specification only.
Race	Yes	
Gender	Yes	
Age	Yes	
Sexual Orientation	Yes	
Religious Belief	Yes	
Gender Reassignment	No	
Marriage & Civil Partnership	Yes	
Pregnancy & Maternity	No	
Other	No	

Reviewed by	Leadership and Management
Agreed by	Finance / Health Safety Committee Policies with negative impact must be notified at full governing body
Next Policy review date	February 2025

A copy of this form, and any related impact assessment form or action plan must be sent to the school office

This document is a statement of the aims and principles of the School, for ensuring the confidentiality of sensitive information relating to staff, pupils, parents and governor.

Recruitment Policy and Procedures

1a. Introduction

Farndon Primary School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of the School's recruitment policy are as follows:

- to ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure that all job applicants are considered equitably and consistently;
- to ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- to ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education (DFE) in "Safeguarding Children: Safer Recruitment and Selection in Education Settings" , "Keeping Children Safe in Education" 2022 and the code of practice published by the Disclosure and Barring Service (DBS);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy and each recruitment panel will contain one person who is Safer Recruitment trained.

1b. Principles

The Headteacher has responsibility for each recruitment process the school leads:

- The same people should be on the panel for each stage of the process
- All posts will have a job description which has been evaluated together with a person specification
- The person specification should not include attributes that cannot be tested. Where there are job related competences these should form the basis of the person specification.
- All posts should be advertised externally unless there is good reason to do otherwise
- The shortlisting panel should only select on the basis of the criteria in the person specification and job description
- The "Positive about disability" standard should be adopted

- **Two Written References** need to be sought before the interview
- Scoring systems should not be a substitute for a thorough discussion of the merits of each candidate
- A curriculum vitae (CV) will only be accepted alongside a **full application form**. CVs on their own does not contain all the information required to support safer recruitment.
- Feedback should be offered to all interviewees, and to all disabled applicants.

1c. The Twelve Step Process to Safer Recruitment

Step 1: Ensure that you have an up to date recruitment and selection policy that describes the process and roles before you begin.

Step 2: Ensure that your organisation has a safeguarding policy and that a statement about the organisation's commitment to safeguarding is included in all recruitment and selection materials

Step 3: Ensure that you have an update job description and person specification for the role(s) you wish to recruit to, that have been agreed with the recruiting manager.

Step 4: Ensure that you have an appropriate advertisement prepared that contains all necessary information about the role, timetable for recruitment and your commitment to safeguarding.

Step 5: Ensure that you have compiled a suitable candidate information pack containing all the required information about the organisation, role, recruitment timetable, safeguarding policy/statement and application form.

Before Interview

Step 6: Ensure that each application received is scrutinised in a systematic way by the shortlisting panel in order to agree your shortlist before sending invitations to interview.

Step 7: Ensure that all appropriate checks have been undertaken on your shortlisted candidates, including references and online searches (including publicly available social media searches).

Step 8: Ensure that all shortlisted candidates receive the same letter of invitation to interview, supplying them with all necessary information.

Before selecting the candidate

Step 9: Ensure that a face-to-face interview is conducted for **ALL** shortlisted candidates based on an objective assessment of the candidate's ability to meet the person specification and job description.

Step 10: Ensure that all specific questions designed to gain required information about each candidate's suitability have been asked, including those needed to address any gaps in information supplied in the application form.

Before you formally appoint

Step 11: Ensure that you are able to make a confident selection of a preferred candidate based upon their demonstration of suitability for the role.

Step 12: Ensure that your preferred candidate is informed that the offer of employment (including volunteer positions) is conditional of receiving satisfactory information from all necessary checks.

2. Recruitment & selection procedure

After an advert has been placed, all applicants for employment will be required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. For roles where literacy is not a prerequisite to successful performance, support to complete an application form will be offered to shortlisted candidates. Curriculum vitae will not be accepted in place of the completed application form.

Applicants will receive a job description and person specification for the role applied for.

All applications will be acknowledged by email.

Selection for Interview

A matrix is prepared which details the skills and qualities required. Having considered the application in the light of the skills and the qualifications required, applicants may then be invited to attend a **formal interview** at which his/her relevant skills and experience will be discussed in more detail. A member of every interview panel will be Safer Recruitment trained. A practical test will be included appropriate to the post advertised. Examples of such tests might include teaching a lesson, giving an assembly, preparing documents or working in a team.

If it is decided to make an **offer of employment** following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory; and
- the receipt of an enhanced disclosure from the Disclosure and Barring Service with which the School is satisfied.
- proof of the right of being able to work in UK.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a letter from the school stating the position and relevant pay details followed by a **contract of employment** as confirmation.

3. Pre-employment checks

In accordance with the recommendations of the DFE in "Keeping Children Safe in Education 2022" the School carries out a number of pre-employment checks in respect of all prospective employees.

3.1 Verification of identity and address

All applicants who are invited to an Interview will be required to bring the following evidence of identity, address and qualifications:-

- current driving licence (both paper counterpart and plastic card with photograph unless an older version) and passport or full birth certificate; and
- two utility bills or bank statements (from different sources) showing their name and the same current home address; and
- documentation confirming their National Insurance Number (P45, P60 or National Insurance Card); and
- documents confirming any educational and professional qualifications referred to in their application form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change. Where a candidate has previously worked abroad in the last 5 years, the school will seek to obtain a certificate of good conduct from the law enforcement agencies within that country. This must be received by the school before the employee can start work.

3.2 References

References will be taken up on short listed candidates for teaching posts prior to interview.

All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work 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 applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School 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 applicant before any appointment is confirmed.

3.3 Disclosure and Barring

Due to the nature of the work, the School requires an enhanced disclosure from the Disclosure and Barring Scheme in respect of all prospective staff members, governors and volunteers.

All positions at the school require an enhanced disclosure due to the contact with children or vulnerable adults, including regularly caring for, training, teaching, supervising or being in sole charge of such people.

An enhanced disclosure will contain the same details as a standard disclosure. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.

Applicants with recent periods of overseas residence and those with little or no previous UK residence may also be asked to apply for the equivalent of a disclosure, if one is available in the relevant jurisdiction(s).

The School expects supply/temporary worker agencies/contractors that are used by the School to register with the DBS on their own account and to follow their policy or their own comparable policy. Proof of registration will be required before the School will commission services from any such organisation.

3.3 Overseas Checks

All people who have worked (either as a volunteer or in a paid capacity) or lived outside the UK will be asked to complete Overseas Police Checks, or obtain a Certificate of Good Conduct (as supplied by some countries) prior to starting work at Farndon Primary School for each of the countries concerned at their own expense.

3.4 Social Media Checks

The school will carry out checks to establish the digital footprint of an applicant where appropriate.

3.5 Disqualification Under the Child Care Act

For all teaching staff and support staff on appointment (and at the start of each academic year for existing staff) we ask that the Safeguarding Declaration form is completed. The Headteacher signs to show that the form has been checked. This information is recorded on the school's Single Central Record. Staff are asked as to self-declare that they are not disqualified under the Child Care Act 2006.

Volunteers and casual workers who are directly concerned with the management of child care provision or who work on a regular basis whether supervised or not in relevant child care are within the scope of this legislation and are asked to complete the same form.

Any supply agency staff are also checked using the paper work provided from Randstad.

4. Policy on recruitment of ex-offenders

4.1 Background

The School will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out in paragraph 4.2 below.

In view of the fact that all positions within the School will amount to "regulated positions" within the meaning of the Protection of Children Act 1999 (as amended by the Criminal Justice and Courts Services Act 2000), all applicants for employment must declare all previous convictions (including those which would normally be considered "spent" under the Rehabilitation of Offenders Act 1974). A failure to disclose a previous conviction may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may also amount to a criminal offence.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DFE and the Department of Health of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. If :

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children, it will report the matter to the Police, Ofsted, DBS and/or the DFE

4.2 Assessment criteria

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters; and

- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences:-

- against adults: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence;
- against children or adults: serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving within the last ten years.

4.3 Assessment procedure

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will carry out a risk assessment by reference to the criteria set out above. The assessment form must be signed by the Deputy Head and the Head of the School before a position is offered.

If an applicant wishes to dispute any information contained in a disclosure, he/she can do so by contacting the DBS direct. In cases where the applicant would otherwise be offered a position were it not for the disputed information, the School will, where practicable, defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the disclosure information.

4.4 Retention and security of disclosure information

The School's policy is to observe the guidance issued or supported by the DBS on the use of disclosure information.

In particular, the School will:-

- store disclosure information and other confidential documents issued by the DBS in a locked room, in a non-portable filing cabinet, access to which will be restricted to members of the School's senior leadership team.
- **it is the school policy to retain disclosure information. Applicants are given the option of asking for their information to be destroyed or returned to them. They should make this request in writing to the Bursar.**
- ensure that any disclosure information is destroyed by suitably secure means such as shredding;
- prohibit the photocopying or scanning of any disclosure information

A copy of the DBS code of practice is available on their website.

5. Retention of records

If an applicant is appointed, the School will retain any relevant information provided on their application form (together with any attachments and interview notes) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months unless the applicant specifically requests the School to keep their details on file.

6. Queries

If an applicant has any queries on how to complete the application form or any other matter they should contact the school's Bursar.

Signed by:

Chair of Governors L Lancelotte Date: Feb 2023

Head Teacher: A Walker  Date: Feb 2023

Agreed at the Meeting of the Governing Body on: March 2023

To be reviewed: February 2025

Appendix 1: Shortlisting Information:



Conditional job offer



We are pleased to say that after shortlisting, we would like to invite you to interview. As part of the interview process, we ask that you bring with you proof of ID - ideally passport and/or birth certificate or driving licence. When you show these to the office, you will also be asked to complete a self declaration of your criminal record - this can then be handed back to office staff.

Finally, now that you have reached interview stage, we will be conducting online checks of all candidates- this is in line with new guidance under section 220 of Keeping Children Safe in Education 2022

The interview will be with myself and Mr Walker and we ask that you bring any examples of work or portfolios that you may have that you feel showcase you as a teacher. I will follow up this call with an email detailing everything I have said before.

Appendix 2: Reference Request Form



REFERENCE PRO- FORMA – PART ONE

You will notice there are 2 parts to this form. We ask you to complete part one initially to confirm the candidate's suitability for the post. Once the candidate is appointed we will then be in touch with you to request part two. This is in line with the Equality Act 2010.

Please note that under the Schools' Personnel Information code of Practice, employees are entitled to have access to references', although steps will be taken to protect the identity of third parties including the author of the reference.

NAME OF SCHOOL:

REFERENCE FOR:

Name:

Post of:

PROVIDED BY:

(Please print)

JOB TITLE:

SECTION 1

1. How long have you known this person?

2. In what capacity: (please tick)

As an employee reporting to me:

As a current/post work colleague (please specify):

As a fellow member of a professional association:

As a friend / socially:

Other (please specify):

11. Has the applicant been subject to any Child Protection investigations, any disciplinary cases involving issues relating to the safety and welfare of children (current or expired) or any allegations or concerns raised concerning the safety and welfare of children.

*Cases in which an issue was satisfactorily resolved, or an allegation was determined to be unfounded **and** there were no issues of concern about the employees behaviour are not likely to cause concern. However more serious or recent concerns, issues which were not satisfactorily resolved or a history of repeated concerns or allegations should be disclosed.*

Yes No

12. If yes, please give details

13. Has this person ever been disciplined for other matters whilst in your employment?

Yes No

14. If "YES", what was the nature of the offence(s)?

15. Does your organisation have a policy on expunging disciplinary records from personal files?

16. If "YES", after what periods of time?

17. Can you confirm whether or not, under the provisions of child protection, a CRB check has been carried out and received by your organisation?

18. Since the post is considered exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions Order 1986), it would be in order for you to reveal any information you have about any convictions received by this person. Please provide any information you have.

19. If the applicant has worked with a vulnerable group have you made a referral for misconduct or possible barring to the Independent Safeguarding Authority or a Government Department? Please give details:

I am obliged to remind you that you have a responsibility to ensure that the information is accurate and does not contain any material misstatement or omission. Please also note that relevant factual information may be discussed with the applicant.

Thank you very much for your assistance in this matter. It is much appreciated.

SIGNED:

ORGANISATION:

POSITION IN

ORGANISATION:

DATE: (dd/mm/yyyy)

Appendix 3

WEST CHESHIRE RECRUITMENT CHECKLIST PART 1 PRE INTERVIEW (TO BE COMPLETED FOR ALL INTERVIEWED CANDIDATES)

Candidate Name:	
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REFERENCES

The Recruitment and Selection Code of Practice now requires that for all appointments two written references must be taken up prior to the interview. As the appointing manager you must verbally confirm these references before the interview.

Please remember under the Equality Act 2010 you are no longer able to ask the Referee any attendance/sickness related queries. This information can only be obtained once an offer has been made and the Employee Service Centre will request this information in writing.

VERBAL REFERENCE CONFIRMATION DETAILS

I have received 2 written references, below is a record of the discussion with the Referee to confirm receipt of the written references and to discuss in more detail. **Only complete the below if a verbal discussion has taken place.**

DATE CHECK COMPLETED

NOT NECESSARY

STAFF APPRAISAL NOTES EXAMINED (INTERNAL STAFF ONLY)

I confirm I have examined staff appraisal notes for this candidate

APPLICATION FORM CHECKED FOR GAPS

I confirm I have checked the application form for gaps

SELF SERVICE (DASHBOARD)

INTERNAL APPOINTMENT

We appreciate start dates may take some time to agree, therefore please return this form with your appointment details, but ensure once a start date is agreed that you complete Manager Self service – contractual changes.

EXTERNAL APPOINTMENT

I confirm I have completed Manager Self Service to set up the record for pay and for the offer letter to be sent out

DATE COMPLETED:

COMPLETED BY:

With the introduction of new technology, DBS checks are being processed more quickly, therefore it is important that you complete the new starter form via Self Service before processing the DBS online.

For help or guidance in completing Self Service, please contact the Client Team on 01244 972827

DBS

If the job is subject to a DBS check, the candidate is sent a DBS short form for them to complete and bring to interview along with their evidence documents i.e. passport, utility bills etc. You must check the evidence presented to you to ensure they are accurate.

Once an appointment decision has been made you must process the DBS application using the online system.

<https://cheshire.disclosures.co.uk/>

Please sign below to certify the above DBS process has been done.

DATE DBS SHORT FORM ENTERED ONTO ONLINE SYSTEM:

N.B. THE OFFER LETTER WILL NOT BE SENT UNLESS YOU HAVE INITIATED THE DBS PROCESS.

QUALIFICATIONS (i.e DIPSW/GSCC)

I have attached copies of the Qualification certificates

I will send copies of the Qualification certificates

INTERVIEW DECISION SUMMARY FORMS

I have attached the decision summary forms

I will send copies of the decision summary forms

PLEASE DESTROY COPIES OF ANY DOCUMENTATION YOU HAVE FOR THE NON-APPOINTED CANDIDATES.

Declaration

I confirm I have undertaken all relevant checks contained within this checklist.

NAME:

JOB TITLE:

DATE:

Appendix 4: Criminal Record Self Declaration Check

Congratulations on being shortlisted. Please return this self-disclosure to the school **at least one day prior to interview**. If we have not received this, we reserve the right to cancel the interview.

This form must be completed by all applicants where a police check (also known as a DBS), is required. The information disclosed on this form will not be kept with your application form during the application process.

Policy statement on recruiting applicants with criminal records

This post is exempt from the Rehabilitation of Offenders Act 1974; therefore, all applicants are required to declare any simple cautions or convictions, which are not protected (not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

For further information on filtering please refer to [Nacro guidance](#) and the [DBS website](#).

We recognise the contribution that ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

- Whether the conviction is relevant to the position applied for.
- The seriousness of any offence revealed.
- The age of the applicant at the time of the offence(s).
- The length of time since the offence(s) occurred.
- Whether the applicant has a pattern of offending behaviour.
- The circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
- Whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all cautions, convictions, reprimands or final warnings that are not protected could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing a criminal record can be obtained from [Nacro](#).

Please note that, if you are unsuccessful, this disclosure form will be securely destroyed within 6 months of your application.

Surname:		Forename:	
Post applied for:		Date:	
NI Number:		Teacher Ref No. <i>If applicable</i>	
Date of QTS: <i>If applicable</i>			
Farndon Primary School is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. For this post, pre-employment checks will be carried out, references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies			
Do you have any simple cautions or convictions, which are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES	NO	
Do you have any simple cautions or convictions from a military court (i.e. Summary or Court Martial) which are not 'protected' (i.e. filtered) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)?	YES	NO	
Have you ever been barred from working with Children or disqualified from working in Childcare?	YES	NO	
Are you subject to any sanctions in the EEA?	YES	NO	
<u>Teaching Posts Only:</u> Are you or have you ever been prohibited from teaching or sanctioned by the GTCE?	YES	NO	N/A
<u>Management Posts Only:</u> Have you been prohibited from the management of an independent school (s128)?	YES	NO	N/A
If you have answered YES to any of the questions above please provide full details;			

Please complete and sign the declaration below:

I declare that all the information I have provided in this disclosure is full and correct at the time of application and that I have not omitted anything that could be relevant to the appointment of someone who will work with children. I understand that the recruitment panel may be made aware of any relevant information that I have disclosed in order to discuss the matter(s) with me as part of the recruitment process and that, if my application is successful, a risk assessment of the disclosed information will be held securely on my personnel file.

DECLARATION

I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Farndon Primary School

Signed:

Date:

Please return this form to your recruiter

Appendix 5: Safer Recruitment Procedures



FARNDON PRIMARY SCHOOL SAFER RECRUITMENT PROCEDURE

Reference: - Keeping Children Safe in Education 2022 Update 1st September 2022

Name _____

Appointment Date _____ Type of Appointment _____

		Date Process completed
Pre-Interview		
Job Advert		
Job Description		
Job Specification		
Job Application form		
Shortlisted candidates at Interview stage Self-declaration of criminal record signed Proof of ID		
Online search of candidates		
References x2		
Dfe Access Sign In – Teaching Regulation Agency: - Prohibited Teacher check Section 128 Barred List check DBS Barred List check		
Prohibition Order check		
Interview letter		
Verification of Identity/Address/Qualifications		
Post Interview		
CWAC Letter of appointment / Contract		

DBS with Barred List check carried out (Eligibility check copies & countersigned) DBS Certificate Number DBS Certificate Date Annotate Single Central Record	
Overseas checks (if required)	
Eligibility to work in UK	
TP Barred List Check	
Professional Qualification check (TRA Employer Access Service)	
Induction Policies emailed to staff member including Policies & Disclosures to sign	
Safeguarding Training	
Staff Identification Badge	
Access Fobs	

Unit 4 HR/Payroll	
Position Admin	
Resource Admin	
Resource ID	
Grade / Period / Type of contract	
Employment Admin	

All checks carried out by Suzanne Knight Bursar

Appendix 6: Induction Procedures: (See separate Induction Policy)

Induction	
Safeguarding & Child Protection training	
Staff Handbook	
Code of Conduct	
Policies (including Keeping Children safe in Ed)	
Emergency Procedures / H&S	
Acceptable Use	
Staff Identification Badge	
Access Fobs	
IT Log-ins	
Encrypted IT Memory Stick	
Safeguarding Children – Basic Awareness Training	

Induction Checklist

Before the start date:

- (HT) Information about pay / contracted hours
- (HT) Job description
- (HT) Grievance policies (Whistle blowing / Grievance procedures / Code of conduct / Disciplinary policy / Equal opportunities / Inclusion)
- (HT) Performance Management procedures (mentor if NQT)
- (B) Sickness / Absence procedures
- (B) Emergency contact details
- (B) DBS information and copies of Driving License / Insurance
- (Handbook) Codes for the school doors
- (HT) Introductions to staff / children / peer support worker
- (HT) Map of school / Tour of the school
- (HT) Fire evacuation procedures
- (HT) Go through handbook outlining key procedures within school

First Week:

- (HT) Policy on safeguarding procedures (Safeguarding / Child Protection / Health and Safety policy / Dangerous substances policy)
-

- (B) Staff identification label and access codes for entry
- (B) Data confidentiality policy and encrypted memory stick
- (B) Access codes for ICT systems (including server)
- (SW) Access to server and navigate the site for future use
- (HT) Curriculum policies (planning / marking / assessment)
- (HT) Behaviour policy and anti bullying policy
- (HT) First aid procedures / accident book and equipment
- (HT) Staff appraisal.
- (NP) Meet with SENCO regarding IEPs and provision mapping

First Term:

- (HT) After 2 weeks meet with HT to discuss previous induction.
- (HT) Meet at the end of first term to sign off checklist.

Throughout year, regular access to peer support worker and termly meetings with PM

Appendix 7 Recruitment Checks



FARNDON PRIMARY SCHOOL INDUCTION PACK

Name _____ Date _____

Type _____

Documents	All document read – Please Sign	All relevant Appendices signed & returned
Safeguarding Declaration Form		
Health & Safety Policy		
Code of Conduct (Appendix signed and returned to office)		
Keeping Children Safe in Education (Dfe) document		
Child Protection Policy		
Safeguarding Policy		
Complaints Policy		
Behaviour Policy		
Data Protection Policy		
Privacy Notice		
Acceptable Use Policy (Appendix signed and returned to office)		
Disclosure of Pecuniary Interests (sign and return to office)		
Fire Safety / Emergency Procedures		

Signed by Headteacher _____

Date _____

Appendix 8: Useful Contact Information



Useful Contact information

<p>Recruitment</p>	<ul style="list-style-type: none"> Managed centrally within the Employee Service Centre Recruitment Team contact: E-mail: jobs@cheshirewestandchester.gov.uk Phone: 01244 972244 Advertising Jobs – use the on-line Vacancy Management Pack (VMP) found at http://www.ourcheshire.cccusers.com/west/staffvacancies/manmenu/manmenu.htm <p>If No Job Description available contact your HR Partner</p> <p>For Management Support please speak in the first instance to the supervisor of the Recruitment Team on 01244 972244, if you need more support please contact Jenny Green on 01244 975975</p> <p>Job Evaluations – HR contact: Email: HR Cheshire West and Chester Telephone: 01244 973639</p>
<p>Criminal Records Bureau checks (DBS)</p>	<ul style="list-style-type: none"> Managed centrally within the Employee Service Centre DBS Team E-mail: DBSquiries@cheshirewestandchester.gov.uk Tel: 01244 973071 Processing done via an on-line checking system available at: https://cheshire.disclosures.co.uk. To be set-up with access contact the DBS team as above. <p>For Management Support please speak to Tony Gent on 01244 977654.</p>
<p>Contracts of Employment</p>	<ul style="list-style-type: none"> Managed centrally within the Employee Service Centre Contracts & Pay Team contact (see attached): All Notifications should be submitted through Manager Self Service Any queries relating to contractual information contact the Employee Service Centre on 01244 972021
<p>Getting People Paid</p>	<ul style="list-style-type: none"> For notification of additional payments use E-forms found within IBS production For advice on the use of e-forms contact the Client Team on 01244 972827 For guidance on what should be paid and when, contact the Employee Service Centre on 01244 972021 Requesting access to the pay form should be done via your Business Support Partner
<p>Reporting Sickness</p>	<ul style="list-style-type: none"> For recording of sickness use all in one sickness notification form (on intranet), held locally securely For notification of sickness use E-forms found within IBS production For advice on the use of e-forms contact the Client Team on 01244 972827 Requesting access to the absence form should be done via your Business Support Partner

Pay Queries	<ul style="list-style-type: none"> • Managed centrally within the Employee Service Centre Contracts & Pay Team contact • Once paid, queries relating to pay should be directed to the Employee Service Centre Telephone: 01244 972021
IT Problems	<ul style="list-style-type: none"> • If technical problems with local systems contact your local helpdesk via Tel: 88888 (internal) 0845 7603456 (external) • Oracle passwords expired contact helpdesk on Tel: 88888 (internal) 0845 7603456 (external) • Problem with VMP contact the Recruitment Team Telephone: 01244 972244 • Problem with e-forms contact the Client team on 01244 972827 (although technical issues should be directed to the helpdesk: 88888 initially) • Problem with DBS system contact DBS Team Tel: 01244 973071
Finance Queries	<ul style="list-style-type: none"> • All queries relating to finance should be directed to your local finance officer
Procurement Enquiries	<ul style="list-style-type: none"> • If you need help using the Oracle system contact the Purchasing and Exchequer Helpdesk on 01244 973219 • Visa Purchase Cards queries, should also go through the helpdesk as above