Safer Recruitment

Planning, advertising and shortlisting.

This stage should be dedicated to the planning and structuring of the recruitment process.

Before advertising it must be ensured that 1 member of the panel has received safer recruitment training. Recruitment panels must be alert to potential discrepancies in information and indicators of concern.

Decide on recruitment timeframe-give yourself time to complete all processes thoroughly.

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Decide on panel and what their roles will be. At least 1 member must be safer recruitment trained.

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Create the job description, person specification and advert ensuring it includes specific information to the role on offer and contains a safeguarding statement.

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Give full details of application process and timeline for interview process.

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Recruitment panel (at least 2) shortlist, ensuring references are current and support other details given on the form. Be alert to unexplained gaps in employment.

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Invite successful applicants to interview requesting that they bring proof of identity, qualifications and right to work in the UK documentation.

Invitation to Interview

Ensure invited candidates have appropriate information about the process.

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Make it very clear to candidates that all references and documents will be checked and that they will be required to complete a self-declaration form and have a cleared disclosure and barring certificate before commencement in the post.

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Send for 2 references. Check validity if received electronically. They should be from a senior person, do not accept open testimonials

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Check social media or online profiles where possible.

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Make notes of any specific concerns that require addressing through the interview process.

The Interview.

Write questions which are specific to the role and allocate to the panel. Ensure there are safeguarding questions.

Make notes throughout the questioning process to compare with the panel.

Allow the candidate to ask questions and an opportunity to discuss/declare anything which may be highlighted through the checking process.

At the end of the interview make statements with regard to the fact that the post will be offered only on receipt of satisfactory references, paperwork and checks. Outline any other essential criteria e.g. positive social media presence, holidays in school holidays only (if applicable) and confidentiality.

After the interview

Assess candidates using the same criteria and decide on a successful candidate.

Inform all candidates of the decision and offer to provide feedback now or at a later time, through email if appropriate.

Ensure all documentation for the successful candidate is provided and make a conditional offer.

Complete identity checks, verify their right to work in the UK and check the barred information list. Be vigilant with candidates who have lived or worked outside of the UK verifying documentation.

Keep all applications and interview notes in line with the school's management of records policy in case any aspects of the process are challenged at a later date.

Completing Checks

Checks should be carried out swiftly and thoroughly.

Ensure candidates are not prohibited from teaching, and that there are no sanctions or restrictions which remain current –Teaching regulation agency - secure access portal

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Complete and submit for record keeping contractual paperwork and record DBS checks, identification checks, references, qualifications, medical enquiry form and emergency contacts.

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Add details on to the Single central record.

Induction

Induction for all staff, students and volunteers should be stringent and recorded, signed and dated.

Provide new staff with safeguarding and child protection policies, part one of Keeping Children Safe in Education, Safer Working Practice information, Behaviour and Safe Handling policies, Children missing from Education policies and Health and safety policy and set a date for completion.
Record once read with signature and date.

Provide and work through the school's Code of Conduct recording date and time discussed.

Detail safeguarding processes, who is the designated safeguarding lead and deputy and safeguarding governor.
Direct to safeguarding display with pertinent numbers and information with regard to the LADO and processes to follow if the DSL is not available.

Provide timely and up to date Child protection training including school's processes for recording and monitoring. (Ensure new staff are set up on online recording platforms). Ensure all record is kept of all training with termly checks.