

Pensans CP School



Safer Recruitment Policy

Reviewed on: September 2016
Next Review Date: September 2018

1 INTRODUCTION

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to: § attract the best possible applicants to vacancies; § deter prospective applicants who are unsuitable for work with children or young people; § identify and reject applicants who are unsuitable for work with children and young people.

2 STATUTORY REQUIREMENTS

There are some statutory requirements for the appointment of some staff in schools – notably headteachers and deputy headteachers. These requirements change from time-to-time and must be met.

3 IDENTIFICATION OF RECRUITERS

At least one recruiter will have successfully received accredited training in safer recruitment procedures.

4 INVITING APPLICATIONS

4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include a safeguarding statement:

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

- job description and person specification;
- the school's child protection policy;
- the school's recruitment policy (this document);
- the selection procedure for the post; § an application form.

4.3 All prospective applicants must complete, in full, an application form.

5 SHORT-LISTING AND REFERENCES

5.1 Short-listing of candidates will be against the person specification for the post.

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.

5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about: § the candidate's suitability for working with children and young people; § any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children; § the candidate's suitability for this post.

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