



Northumberland County Council



Safer Recruitment Policy

Tritlington C of E Aided First School

Ethos

Reflecting the Trust Deed, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school will aim to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.

These values include love, caring, sharing, forgiveness, tolerance, perseverance and goodwill to all people.

We aim to ensure everyone reaches their full potential by providing an education that stretches the mind, strengthens the body, enriches the imagination, nourishes the spirit, encourages the will to do good and opens the heart to others

Safer Recruitment Policy

Tritlington C of E Aided First School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

In this context, it is vital that the School applies recruitment and selection procedures that identify people who are unsuitable to work with children.

The measures described in this policy will be applied in relation to everyone who has sole responsibility for the care of the children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity.

Tritlington C of E Aided First School's Safer Recruitment and Child Protection Policies draw upon the recent DfE guidance Keeping Children Safe in Education (2014) and Working Together to Safeguard Children (2009),

Our aims:

1. To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
3. To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
4. To ensure that a fair and legal recruitment procedure is in place.

Recruitment Procedures

In order to ensure safer recruitment, Tritlington C of E Aided First School will:

1. Ensure that when a post is advertised, the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
2. Advertisements for posts – whether in newspapers, journals or on-line – will include the statement; "The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure & Barring Service check."
3. Prospective applicants will be supplied as a minimum with the following:
 - a. Job description and person specification.
 - b. The selection procedure for the post
 - c. An application form
4. Ensure that the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.

5. Ensure that the person specification includes specific reference to suitability to work with children.
6. Obtain and scrutinise comprehensive information from applicants and take up and satisfactorily resolve any discrepancies or anomalies.
7. Obtain two independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
8. Conduct a face to face panel interview (with at least one panel member who has completed the safer recruitment training) to explore the candidate's suitability to work with children, as well as his / her suitability for the post.
9. Candidates will always be required:
 - a. To explain satisfactorily any gaps in employment
 - b. To explain satisfactorily any anomalies or discrepancies in the information available to recruiters
 - c. To declare any information that is likely to appear on a DBS disclosure
 - d. To demonstrate their capacity to safeguard and protect the welfare of children and young people
10. Verify the successful candidate's identity.
11. Verify, where necessary, that the successful applicant has all the academic or vocational qualifications claimed
12. Check his / her previous employment history and experience
13. Verify that s/he has the health and physical capacity for the job
14. Conduct the mandatory check list of List 99 and / o r the Protection of Children Act (PoCA) List and an enhanced Disclosure & Barring record check via the DBS (Note: a List 99 check is required prior to the commencement of employment if no valid DBS certificate from a previous school is available and assuming there has not been a break in service greater than three months)
15. Ensure recruited staff complete induction.

Reviewed: October 2014