



MORTON CHURCH OF ENGLAND (Controlled) PRIMARY SCHOOL

SAFER RECRUITMENT POLICY

Introduction

Morton Church of England (Controlled) Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This policy outlines the procedures to ensure that any person appointed to the school has satisfied the appointees (on behalf of the school) in that they pose no threat to the welfare of the children

Advertising the Post

The advertisement should contain:

- The employer's commitment to safeguard and promote the welfare of the children.
- The need for the successful applicant to undertake an Enhanced Disclosure via the DBS (Disclosure and Barring Service).
- The usual details of the post, salary and qualifications required, etc.

Application Form

- The County Council's application form shall be used.
- A job description will be enclosed with the application form.
- A description of the school will also be included.

Scrutinising and Short Listing

All applications should be scrutinised to ensure that:

- They are fully completed.
- Information is consistent and does not contain any discrepancies.
- There are no unaccounted for gaps in employment.
- Incomplete applications should not be accepted and should be returned for completion.
- Reasons for repeated changes of employment without a clear career or salary progression.

- A mid-career move from a permanent post to supply teaching or temporary work should be explored and verified.

References

References should not be accepted if they are:

- a. provided by the candidate,
- b. open references or testimonials, i.e. to whom it may concern.

References should only be sought on short listed candidates and should be obtained before interview so that any issues can be explored.

References must be scrutinised and any concerns resolved satisfactorily before the appointment is confirmed.

References should be verified by a follow-up telephone call and checked to ensure that all specific questions have been answered satisfactorily. Any concerns raised should be raised and verified by the referee in writing.

Interviews

The candidate should be questioned about their suitability to work with children with reference to all policies in relation to safeguarding and child safety.

Invitation to Interview

The arrangements should include:

- Time and place.
- Directions to the school.
- How and by whom the interview will be conducted.
- The area the interview will explore.
- Evidence of academic and vocational qualifications.
- Photographic identification will be needed.
- There will be a need to complete an application for an Enhanced DBS Disclosure straight away. Documentary evidence will need to be provided for its completion.

Conditional Offer of Employment

An offer of employment is conditional upon:

- The receipt of at least two satisfactory references.
- Verification of the candidate's identity.

- Where appropriate, a satisfactory DBS Disclosure that includes a check of List 99 and the PoCA list.
- Verification of the candidate's medical fitness.
- Verification of original qualifications.
- Verifications of professional status where required.
- The Headteacher should seek advice from its HR or Personnel Services Provider, if a Disclosure reveals information that a candidate has not disclosed in the course of the selection process.
- All checks should be: confirmed in writing, documented and retained on the personnel file and followed up where they are unsatisfactory or there are discrepancies in the information provided.
- Where the candidate is found to be on List 99 or the PoCA List, or the DBS Disclosure shows s/he has been disqualified from working with children by a Court; or, an applicant has provided false information in, or in support of, his/her application; or there are serious concerns about an applicant's suitability to work with children, the facts should be reported to the police and to any relevant Professional Body if appropriate. The candidates offer of employment or any contract can be terminated immediately should anything of this nature come to light.
- Steps must be taken to ensure that the candidate has the right to work in the UK.

The DBS Disclosure should be obtained before the candidate starts work. Should this not be possible then the management should make a risk assessment and ensure the employee is appropriately supervised. The employee will have no unsupervised contact with children until clearance has been obtained.

DBS Checks on Overseas Staff and UK Residents Who May Have Worked or Resided Overseas

- The Disclosure and Barring Service (DBS) cannot access criminal records held overseas, but it is possible to submit an application while the applicant is overseas.
- In a small number of cases overseas criminal records are held on the Police National Computer and these would be revealed as part of a criminal record check. You must still verify the identity of an overseas applicant.
- As the DBS cannot access criminal records held overseas, a criminal record check may not provide a complete picture of an individual's criminal record.

How to check overseas applicants

- If recruiting people from overseas and wish to check their overseas criminal record, you should contact the embassy or High Commission of the country in question.
- Certificates of good conduct: You should try to obtain a certificate of good conduct and any other references from potential overseas employees. The standard of foreign police checks varies.

Disclosure of Criminal Convictions

Criminal convictions must be judged in the light of results of all pre-appointment checks and not just the DBS Disclosure.

Factors to consider are:

- The nature of the offence.
- The age of the offence.
- The frequency of the offence.
- The nature of the appointment.

This policy should be read in conjunction with the Lincolnshire Safeguarding Children's Board Safe Recruitment Toolkit

The person responsible for this policy is the Designated Teacher - Mr George Trafford

This policy was reviewed in January 2015 and will be reviewed on a biannual basis.