

## The Federation of Boskenwyn & Germoe Schools and Nysgerrig Kindergarten



### **SAFER RECRUITMENT POLICY AND PROCEDURES**

It is the responsibility of all staff, governors and volunteers at Boskenwyn School to safeguard and promote the welfare of children and young people. This document sets out best practice, some underpinned by legislation, in recruiting new staff to the school to ensure we are carrying out our duty of care and employing suitable people.

#### **Policy aims:**

- To provide a safe environment for children and young people to learn
- To prevent unsuitable people working with children and young people
- To promote safe practice and challenge poor and unsafe practice
- To ensure relevant staff/governors have relevant and up to date training in safer recruitment

#### **Training**

The lead member of staff for recruitment is Paula Blackburn  
The lead governor for Safer Recruitment is Brian Toney

PB BT JN DR and RM have had relevant and up-to-date training

### **SAFER RECRUITMENT AND SELECTION PROCESS**

#### **Pre-recruitment**

Consider if the job is required and whether other internal arrangements would be appropriate (e.g. in relation to ring fencing, temporary increase in hours, temporary acting up).

#### **Preparation and Paperwork**

From 1 January 2010, ensure that at least one member of the interview panel has undertaken the NCSL/now CWDC Safer Recruitment Training either on-line or at a locally delivered workshop (this must be re-taken after 5 years) – for more info please refer to CSF HR.

Review job description and person specification – include a safeguarding clause in each.

Undertake job evaluation via CSF Human Resources, if applicable.

Carry out risk assessment (further guidance available via <http://cornwallcouncilintranet.cc.cornwallonline.net/default.aspx?page=558> ).

Consider whether Removal and Separation Allowances will be offered.

Draft advertisement – including safeguarding statement e.g. 'XXXXXX school is committed to safeguarding children and the successful applicant will be required to provide an enhanced CRB disclosure'. For any advert placed through Tribal a strapline will be included.

Prepare application pack for applicants to include:

- application form (standard or abbreviated version) – DO NOT ACCEPT CVs WITHOUT A COMPLETED APPLICATION FORM;
- job description and person specification;
- Equal Opportunities Policy;
- Disability Employment Policy;
- Declaration of Criminal Convictions Form – this document should not be referred to until the completion of any shortlist, to support the shortlisting decision – please refer to CSF Human Resources for further guidance;
- relevant departmental information (eg organisation chart, business plan).

Check redeployment register (where appropriate).

Arrange dates for shortlisting and interviews/ selection tests, and make arrangements for receiving applicants, e.g. room for interview, tests (if applicable). There is standard letter available.

Prior to shortlisting, provide each panel member with a shortlisting pack to include job description, person specification, application forms and shortlisting assessment form.

The shortlisting panel should consist of at least two people and should scrutinise any gaps/inconsistencies.

After shortlisting the panel should consider the Declaration of Criminal Convictions Form if received from any applicant's, which should have been submitted in a sealed envelope.

Send letter of invite to interviewee to include the CRB application form; medical forms; request to bring to interview original qualification certificates and identification; make reference to any tests/presentations/ days agenda and location map. There is a standard letter available.

Take up references for all shortlisted candidates using the standard reference request letter and grid – consider any specific request by applicants for references not to be taken up prior to interview.

When references are received – ensure the referee has responded to all the questions and compare the information against that provided by the applicant. Do not consider open references, e.g. addressed 'To Whom It May Concern'.

Check social media of prospective employee where necessary/appropriate.

### **Interview Process**

At least two interviewers. Prepare structured questions for each candidate, to measure the applicant's suitability to meet the requirements of the person specification to include exploring applicant's suitability to work with children and/or vulnerable adults. Along with specific questions for individuals related to the information provided on their application form or from their references, i.e. any gaps in employment history or anomalies that the panel may wish to explore.

Provide each panel member with an interview pack prior to the interviews, to include - job description, person specification, interview assessment form, copies of application forms, interview programme/timetable, references received and equal opportunities/disability employment policies.

The chair of the interview panel should ensure that at least one member of the interview panel has a Safer Recruitment Training certificate; brief the panel on equal opportunities and disability employment policies, recording procedure, questions agreed as above, candidate feedback procedure. During the interview process, the panel will take the opportunity to explore the applicant's responses to questions.

The panel should check the applicant's identity documents, original qualification certificates, professional status (if relevant) and eligibility to work in the UK (the outcome of these checks should be recorded on the school's Single Central Record (SCR) for the successful candidate only, including who checked the documents and date checked). Photocopies of qualifications and work permit documents MUST be taken. However other evidence of identity documents MUST NOT BE TAKEN. For the purpose of completing the school's SCR the CRB1 form can be used as a record of evidence seen to be transferred on to SCR for successful candidate. Also the CRB application should be completed in regard

to Section W, X and relevant sections of A and B – to verify the applicant’s identity.

### **Post Interview**

Offer of position can be verbal, followed by a written formal offer using template offer letter to successful candidate.

A conditional offer may be made subject to pre-employment checks and qualifications. However, successful applicant **must not** start work if the following checks have not been received/undertaken – this information should be recorded on the school’s Single Central Record:

- List 99/ now ISA Children’s List check (this is included in the CRB disclosure, however when the CRB disclosure has not been received a separate List 99/ ISA Children’s list check **MUST** be undertaken prior to the person starting employment and can be undertaken by sending the person’s name, previous names and dob to [HRsafeguardingteam@cornwall.gov.uk](mailto:HRsafeguardingteam@cornwall.gov.uk) . In such cases the CRB application must have been applied for and the individual must be closely supervised until the CRB disclosure is received and the supervision should be reviewed fortnightly).
- Enhanced CRB disclosure if applicant does not have a valid disclosure with Cornwall Council and no break in service of 3 months or more.
- ISA registration – *wef 16 June 2010 this is on hold pending the government review.*
- Proof of identity including dob and address, e.g. passport, driving licence and utility bill’s.
- 2 satisfactory references, one from most recent employer and where a person has worked with children previously, the 2<sup>nd</sup> reference must be taken up from that employer.
- Professional Status and any legally required qualification, e.g. QTS and GTC registration – the employer must only recruit teachers who have QTS status. Photocopies should be taken and signed to confirm original copies have been seen.
- Proof of eligibility to work in the UK. Photocopies of passport/work permit documents and signed to confirm original copies have been seen.

Health Declaration form for the successful candidate should be sent to Occupational Health.

DBS application form for successful candidate with completed Section W, X and relevant sections of A and B is sent to HR Safeguarding team, Room 423, NCH, Truro, TR1 3AY for checking/ countersigning and sending to DBS. The DBS form can be used to record identity evidence seen for school’s Single Central Record.

For school support posts, consider the relevance of using a probationary clause

Arrange school induction (including Child Protection training) and ensure all relevant information is recorded on the school’s Single Central Record and any review dates, e.g. for a work permit or yet to be completed CRB Disclosure, are monitored and up-dates are recorded.

**6 months after interview, dispose of all relevant paperwork for unsuccessful candidates.**

Reviewed September 2023  
Next review September 2024

Paula Blackburn, Executive Headteacher  
Russ Monhemius, Chair of Governors