



**L A L E H A M   L E A**

A Catholic Independent Primary School for boys and girls aged 3 to 11

Head Teacher: Ms K Barry

## **L A L E H A M   L E A   S C H O O L   &   N U R S E R Y**

### **S A F E   R E C R U I T M E N T   P O L I C Y**

*This is a whole school policy which applies to all sections of the school, including Early Years Foundation Stage, Out of School Care and Clubs.*

#### **Person responsible for this policy:**

Karen Barry  
Head teacher

## 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 statutory requirements for the appointment of staff in schools; and the school will ensure these requirements are met.

Keeping Children Safe in Education 2018

Working Together to Safeguard Children 2018

Preventing unsuitable people from working with children and young people is essential for keeping children safe. Rigorous selection and recruitment of staff and volunteers is therefore a key responsibility of the Head Teacher and Governing Body. We will ensure that the following areas are addressed:

- All recruitment advertisements will include a child protection statement, namely: "Laleham Lea is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced Disclosure and Barring (DBS) list checks will be carried out."
- All appointments are subject to checks in accordance with DfE and ISSR current guidance and regulations including: enhanced Disclosure and Barring Service (DBS) list checks; identity and qualification checks; right to work in the UK; receipt of at least two satisfactory references. The school will check that no prohibition from teaching order is in place and, where relevant, the applicant is not subject to disqualification by association. See grid below:
- Applicants are required to declare in writing. Any convictions received; their mental and physical capability to do the job they are applying for
- All necessary checks should be in place and recorded prior to the applicant receiving confirmation of the appointment and starting work in the school.
- The Head Teacher and nominated Governor will receive training in Safer Recruitment and ensure that safe recruitment procedures are followed.
- Those in management roles are required to have an additional check as well as DBS. 'In addition to obtaining the DBS certificate, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching. For those in management roles an additional check is required to ensure they are not prohibited under section 128 provisions. Prohibition checks can be carried out using the Prohibition orders as described in the NCTL publication using the Teacher Services' system.

Post-Brexit, checks for applicants who have worked in the EEA can no longer be done with DfE and references must be obtained from the most relevant provenance possible. This may include (depending on circumstances)

seeking a third reference from either the teachers' regulatory body for the country where the person worked or the most recent overseas school in which the applicant worked. The relevant teachers' regulatory body may be locatable in the Regulated Professions Database (<https://ec.europa.eu/growth/tools-databases/regprof/>)3

**IDENTIFICATION OF RECRUITMENT**

Laleham Lea School will involve at least one recruiter who has successfully received accredited training in safer recruitment procedures.

#### 4 INVITING APPLICATIONS

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

Laleham Lea is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Enhanced Disclosure and Barring (DBS) list checks will be carried out'.

- 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.
  - All prospective applicants must complete, in full, the School application form

#### 5 SHORT-LISTING AND REFERENCES

- Short-listing of candidates will be against the person specification for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Referees will be contacted by telephone to confirm the identity of the referee and by email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- 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

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.
- School employees are entitled to see and receive, if requested, copies of their employment references.
- References must cover a minimum period of 5 years prior to the candidate's application.

## 6 THE SELECTION PROCESS

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via a visual electronic link).

Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The Employer will always be required:

- to confirm the outcome of the interview to the applicant within one week;
- to give detailed feedback on the interview if requested by the applicant.

## 7 EMPLOYMENT CHECKS

All successful applicants are required:

- to provide proof of identity
- to complete an ethnic monitoring form
- to complete a DBS application form and for a satisfactory disclosure to be obtained
- to provide actual certificates of qualifications
- to provide proof of eligibility to live and work in the UK.

If successful, a Work Health Assessment only needs to be completed if you have a disability and reasonable adjustments are required. Medical declaration forms are required.

## 8 INDUCTION AND PROBATION

- All staff who are new to the School will receive induction training that will include the School's safeguarding policies and guidance on safe working practices.
- All new staff will be subject to probation period as detailed in the contract, which will provide a formal framework for ensuring that the standards of performance set by the School are fully communicated.
- The new employee will be fully integrated into the School and has the skills required to carry out the role effectively



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Review Date: July 2021

Review Date: September 2021 (to be reviewed alongside Child Protection/Safeguarding Policy annual review):  
if no further changes the next review date will be July 2022