



## SAFEGUARDING CHILDREN AND SAFER RECRUITMENT IN EDUCATION

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### **Recruitment of staff**

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- 1) It is recommended good practice that at least one governor on the selection panel has completed the NCSL *Safer Recruitment Training (Mandatory from October 2009)*
- 2) School's Recruitment and Selection Policy should contain the statement *"...is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment."*
- 3) This statement should be included in publicity about jobs: advertisements, recruitment web-sites, pack to enquirers, person specification, job description and induction training. These should also make clear that the post is subject to an enhanced disclosure through the Criminal Records Bureau and that the post is not exempt from the Rehabilitation of Offenders Act 1974. Therefore all convictions, including those usually considered spent, must be declared.
- 4) The job description must make reference to the responsibility for safeguarding and promoting the welfare of children.
- 5) The person specification should include specific reference to suitability to work with children and explain how these requirements will be tested and assessed in the selection process
- 6) The person specification should explain that any interview process will also explore issues relating to safeguarding and promoting the welfare of children
- 7) The pack must contain the Child Protection Policy Statement
- 8) Application forms provided by the Local Authority must be used: It is not considered good practice to accept C.V.s.
- 9) Requests for references must ask specifically about candidates' suitability to work with children and references should be obtained before the interview.

- 10) References must give details of any allegations or concerns relating to safeguarding and promoting the welfare of children and the outcome of these (i.e. including where nothing was proved and no further action taken)
- 11) Interview must explore issues relating to safeguarding and promoting the welfare of children:
- 12) Governors have a responsibility to obtain and scrutinise comprehensive information for applicants, in particular employment history and satisfactorily resolve any discrepancies or anomalies e.g gaps in career, including repeated changes for no obvious reason (i.e. not promotion) and any change from permanent to supply work, needs to be explored and verified at interview. Where relevant they should also check the candidate's right to work in the United Kingdom
- 13) On the interview day all candidates must produce:
- **documentary evidence of identity:**
  - a photographic current driving licence,
  - or a current passport
  - or a full birth certificate, together with a document such as a utility bill or financial statement which shows current name and address (note: A Council Tax bill is not usually satisfactory as it can be almost a whole year out of date.)
  - documentary evidence of all changes of name
  - **documentary evidence of educational, vocational and professional qualifications that are a legal requirement for the post**, including Qualified Teacher Status, registration with the GTC, and NPQH (although not statutory)
- N.B. If the candidate cannot produce original or certified copies, written confirmation of relevant qualifications must be obtained from the awarding body.*
- 14) With the exception of CRB Disclosures, the checks must be completed before a person's appointment. In the case of CRB Disclosures, the certificate must be obtained before, or as soon as practicable after, appointment. Photocopies of all the documents should be taken and kept on file
- 15) Governors should verify that the candidate has the health and physical capacity for the job.
- 16) Where an applicant has worked abroad in the last 5 years, employer should, where possible, check criminal record in that country. CRB provides Overseas Information Service. This information can be accessed through the following; <https://www.gov.uk/government/organisations/disclosure-and-barring-service>