



Llanedeyrn  
Primary School

**Safer Recruitment -  
#TheLlanWay**

***At Llanedeyrn Primary School, we believe that safer recruitment is an essential process for our School in order to protect the well-being and safety of our pupils and staff, and to maintain a secure learning environment for all.***

We have a duty to ensure the safe recruitment of school personnel and volunteer helpers as we are committed to safeguarding and promoting the welfare of all pupils. By creating a culture of safe recruitment that involves undertaking criminal record checks through the Disclosure and Barring Service (DBS), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis known as regulated activity and, as part of the process of safe recruitment, all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances shall we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

*We have 'a legal duty to refer to the DBS anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.'*

***(Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE))***

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We shall not allow any volunteer to work unsupervised with pupils or work in a regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. We shall take no account of an applicant's membership or non-membership of a trade union. Existing employees, employees on fixed or temporary contracts will be invited to apply.

We intend to identify, deter and reject prospective applicants who are unsuitable to work with children; and we believe that our recruitment and selection process is systematic, efficient, effective and equal.

We wish to work closely with the pupils in our School to hear their views and opinions for significant appointments within our School as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that pupils should be encouraged to form and to express their views.

Our School's Community has a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this Policy is in line with the Equality Act 2010.

We believe it is essential that this Policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this Policy to ensure its success.

#### **Aims**

- To ensure compliance with all current guidance and legal requirements;
- To ensure the practice of safe recruitment of school personnel and volunteer helpers;
- To ensure that a fair and legal recruitment procedure is in place.

#### **Role of the Governing Body**

It is the responsibility of the Governing Body to ensure that the safer recruitment process complies with all current guidance and legal requirements.

The Governing Body has:

- delegated certain powers and responsibilities to the Headteacher to oversee compliance with current guidance and legal requirements;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the School are aware of and comply with this Policy;
- responsibility for ensuring that the School complies with all Equalities' legislation;
- responsibility for ensuring funding is in place to support this Policy;
- responsibility for ensuring this Policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to Parents and Carers;
- responsibility for the effective implementation, monitoring and evaluation of this Policy.

#### **The Chair of Governors has:**

- to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this Policy;

- has to visit the School regularly, to liaise with the Headteacher and to report back to the Governing Body.

### **Role of the Headteacher**

The Headteacher must:

- promote the safeguarding and welfare of children;
- ensure that the School operates safer recruitment procedures;
- organise safer recruitment training for school personnel involved in recruitment;
- ensure that all appointment panels include one person who has successfully passed safer recruitment training;
- ensure that all appropriate pre-employment checks are completed on school personnel and volunteer helpers;
- ensure that contractors and agencies comply with this Policy;
- undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group;
- must ensure that all school personnel, pupils and parents are aware of and comply with this Policy;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- Monitor the effectiveness of this Policy.

### **Safer Recruitment Procedures**

When a post becomes vacant or is created, the following procedure takes place:

#### **Job Description and Person Specification**

For every vacancy, a Job Description and Person Specification will be written and approved by the Chair of Governors.

#### **Job Advertisement**

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible. The vacancy may be advertised in the following ways:

- Internally;
- eTEACH.

All advertisements for posts will state that the School is committed to safeguarding children and young people and all post holders are subject to a satisfactory DBS disclosure with a Barred List check. We welcome any member/s of the present staff to apply.

#### **School and Job Information Pack**

All interested applicants will be provided with an Application Form, Job Description and Person Specification. All applications will be acknowledged within 2 weeks.

### **Short-Listing and References**

Short listing will be undertaken by the appropriate sub-committee if required. All applications will be looked at. Applicants will be short listed for the post if they suit the Job Description and Person Specification.

Immediately after short-listing references will be sent for those candidates short listed. All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations or concerns or poor behaviour relating to the safety and welfare of children.

All references will be checked for consistent information. The candidate will be asked to clarify any highlighted discrepancies.

The Headteacher will inform those shortlisted immediately after the short-listing process has taken place. Shortlisted candidates will be sent:

- detailed documentation of the recruitment process including if they will have to undertake skill tests as part of the process;
- address for the place of interview.

Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.

All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.

### **The Recruitment Day**

On the Recruitment Day, all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.

The interview process will be determined by the role and job advertised.

Support Staff may receive an interview with the Senior Leadership Team (SLT), an observation of an activity, and a short-written task.

A Teacher's appointment may consist of a lesson observation, a written task, informal meeting with pupils, and a professional interview with SLT and a representative from the Governing Body, if required.

All Senior Leader roles will consist of a higher-level interview process and may include a lesson observation, workbook scrutiny, informal meetings with the Governing Body and representatives from the Local Authority where appropriate, a meeting with Pupil Voice Groups, a professional interview with the Appointments Committee, including the SLT, followed by a presentation on a theme related to the post.

All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

### **Job Offer**

The appropriate Team or Sub-Committee will interview those shortlisted and will identify a suitable candidate. A job offer will be made subject to the following Pre-Employment Checks for the Successful Candidate.

### **Pre-Employment Checks for the Successful Candidate**

Before taking up the post the following checks will be undertaken on the successful candidate:

- 2 References;
- proof of identity with current photographic ID and proof of address;
- provision of a DBS disclosure with a Barred List check where the person will be engaging in regulated activity;
- proof that a candidate for a teaching vacancy is not subject to a prohibition order;
- a barred list check if a DBS certificate is not available before an individual begins regulated activity;
- mental and physical fitness from Occupational Health;
- proof of qualifications;
- proof of a right to work in the UK;
- employment history references.

An appointment will not be confirmed until receipt of all of the above.

### **Terms and Conditions of Employment**

The successful candidate will be sent:

- a letter offering them the job;
- a statement of the Terms and Conditions of Employment.

The successful candidate will sign and return a form accepting the job and its conditions.

### **Internal Promotions**

If the successful candidate is a present member of staff then they will be sent:

- a letter confirming the variation to his or her terms and conditions;
- details of the planned induction programme;
- the start date;
- the name of the designated member of the SLT who will act as a mentor.

### **Induction**

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people.

### **Single Central Record**

We shall keep a single central record of recruitment and record checks of:

- all teaching staff;

- support staff;
- supply teachers;
- volunteer parent helpers;
- governors who work as volunteers;
- Breakfast Club leaders.

The information recorded will be checks on:

- identity;
- barred list;
- enhanced DBS;
- prohibition from teaching;
- individuals living or working outside the UK;
- professional qualifications;
- the right to work in the UK.

### **Training**

All school personnel will:

- have equal chances of training, career development and promotion;
- receive training on this Policy on induction;
- receive periodic training so that they are kept up to date with new information;
- receive equal opportunities training on induction.

### **Equality Impact Assessment**

Under the Equality Act 2010, we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This Policy has been equality impact assessed, and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this School.