

North Nibley Church of England Primary School

Safer Recruitment and Staff Selection Policy

Date of policy: January 2016

Policy developed by: Head Teacher and Leadership & Management Committee

Status: This policy is NOT required by law

Review date: As required.

The Policy of North Nibley C of E Primary School is to ensure that its recruitment and selection procedures focus on the abilities and aptitudes of all candidates for the post so that the school appoints the candidate who most closely meets the requirements of the job and is suitable to work at this school.

North Nibley CE Primary School fully recognises its responsibilities for child protection in the context of the 2002 Education Act (as amended) in which the welfare of the child, not just his or her education, becomes the school's concern. We fully endorse the safer recruitment agenda and have appropriately trained staff and governors to ensure that all of the safeguarding children procedures associated with recruitment and selection are followed.

Our child protection policy applies to all staff working in the school. There are five main elements to our policy, and we :

- Ensure we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raise awareness of child protection issues and equip children with the skills needed to keep them safe.
- Develop and then implement procedures for identifying and reporting cases, or suspected cases, of abuse.
- Support pupils who have been abused in accordance with his/her agreed child protection plan.
- Establish a safe environment, free from the risks of radicalisation and extremist influences, in which children can learn and develop.

Procedure

1. Advertising the Position

- All permanent and temporary teaching posts will be advertised unless:
 1. a post has been ring fenced
 2. it is suitable for an internal redeployment
 3. it is suitable employment for an existing member of staff who is no longer able to carry out the principal duties of his/her present job because of disability
 4. a teacher nominated by the LA is accepted for the post.
- Vacant posts for teaching and support staff will be advertised in a manner likely to bring them to the notice of persons who are qualified to fill them. This will be done by advertising in a national and/or local publication normally used for advertising such posts.
- In our advertisements, the school will make it clear about what the job is and what experience, qualifications and qualities are required.
- A statement will be included in the advertisement that makes candidates aware of our safeguarding children policy.
- The information the school requires from applicants will be specifically set out and will be relevant to the post.

- All applicants will be provided with the following information:
 1. an application form
 2. a job description and person specification
 3. guidance notes on the application and recruitment process
 4. a summary of the school's Equalities policy
 5. this policy, including a statement about the school's commitment to safeguarding and promoting the welfare of children.

2. Short-listing for Interview

- Short-listing will be focused on the requirements of the job description and person specification.
- Short-listing decisions will be made on the basis of information provided in the application form measured against the job description and person specification.

3. Interviews

- All applicants invited to an interview will be treated equally and the interview will be influenced by the same principles of objectivity and fairness that have been applied since the start of the process.
- The interview will focus on each applicant's skills.
- All candidates will be asked questions about their attitude toward children and young people and their ability to support the school's agenda for safeguarding and promoting the welfare of children.
- They will be asked at least one question relating to equal opportunities.
- Questions about an applicant's disability will not be asked at interview except to establish what, if any, reasonable adjustments might be needed to enable the applicant to meet the job requirements.
- Questions about marital status, dependents and family plans will not be asked at interview.

4. After the Interviews

- Successful applicants will be required to complete satisfactorily all pre-employment conditions and checks before a conditional offer is confirmed.
- The successful candidate will be required to complete a declaration form confirming their acceptance of our Safer Working Practices document, our SEN Policy, our Disqualification-by-association and ICT acceptable use policy, plus any other documents as might be required to confirm the safe-running of the school and the safety of its pupils.
- Unsuccessful candidates will be telephoned within 2 working days.
- All personal information received by the school during the recruitment process is securely stored.
- Recruitment records and information will only be held for the statutory period in which a claim arising from the recruitment process may be brought -at the time of writing 6 months for unsuccessful applicants, 6 years for successful applicants.
- Application forms advise applicants that they can request that their details are not kept by the school if their application is unsuccessful.