



<b>Title:</b>	<b>Safer Recruitment</b>	
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	<input checked="" type="checkbox"/>	

## St Paul's Way Trust School – Safer Recruitment Process: Roles and Responsibilities

Step	Person responsible	Other staff involved	Safer Recruitment issues
Identification of staffing vacancy	SLT	HoF/HRM	<ul style="list-style-type: none"> <li>Identify colleagues involved and make explicit the requirements for vigilance in recruitment process.</li> </ul>
Time set aside for planning process	SLT	HRM/Exec team	<ul style="list-style-type: none"> <li>Factor in time for vigilance, reflection and measured judgement.</li> <li>Identify shortlisting/Interview panelist, ensuring at least one member has had Safer Recruitment training.</li> </ul>
JD and Person Specification sets down boundaries and expectations of role including statement of responsibilities and requirements for safeguarding	Exec team/SLT	HRM	<ul style="list-style-type: none"> <li>Safeguarding is part of JD and Person Spec.</li> </ul>
Advertise	HRM	Exec/SLT	<ul style="list-style-type: none"> <li>Statement about safeguarding incorporated into Job Advertisement.</li> </ul>
Send information packs to potential applicants	HRM		<ul style="list-style-type: none"> <li>Clear messages about safeguarding sent to applicants from the outset.</li> <li>Application packs contain a self-declaration form for applicants wishing to declare any previous criminal/safeguarding related history.</li> </ul>
Applications only by application form, not by CV	HRM	Exec/SLT	<ul style="list-style-type: none"> <li>Form contains clear requirement for disclosure of criminal record, employment history etc.</li> </ul>
Shortlisting grid contains reference to safeguarding: "Displays commitment to protection and safeguarding of young people"	HRM	SLT/ HoFs/ HRM/ Faculty staff	<ul style="list-style-type: none"> <li>Shortlisters make thorough check on employment history.</li> <li>Look for positive indicators re personal attributes relating to safeguarding.</li> </ul>

Interview day	HRM	SLT/HoFs/Faculty Staff	<ul style="list-style-type: none"> <li>• Interviewees are asked to bring with them on the day of their interview, proof of ID including right to work eligibility, original certificates of qualifications and current DBS certificate (where available).</li> <li>• Interviewees under supervision at all times.</li> <li>• Designated interviewees' room.</li> <li>• Interview questions probe motives, attitudes and behaviours, not just skills and experience.</li> <li>• Questions on safeguarding issues as well as other role-related areas.</li> <li>• Use variety of selection tools, including observed interaction with students.</li> <li>• Seek information regarding criminal history.</li> <li>• One or more panel members will have safer recruitment training and hold a current and valid certificate.</li> </ul>
Offer of appointment	Executive Team	HRM	<ul style="list-style-type: none"> <li>• Always subject to references, medical and enhanced DBS clearance with check against the Children's Barred List.</li> <li>• Prohibition check for Teachers to ensure they are not prohibited from taking up teaching.</li> <li>• Completion of job offer pro-forma.</li> </ul>
Enhanced DBS disclosure requested and checked	HRM	HRM/Faculty Staff	<ul style="list-style-type: none"> <li>• Colleague to be supervised with students until DBS check is complete.</li> <li>• A risk assessment undertaken until DBS clearance is obtained.</li> <li>• Agreed management process is in place to scrutinise DBS's that may disclose a positive criminal offence/caution to enable management to make a decision to accept or bar from employment.</li> </ul>

Childcare Disqualification Regulations 2009 (Disqualification by Association)	HRM	Exec team	<ul style="list-style-type: none"> <li>• Staff are asked to make declarations as to whether they are co-habiting with an individual who is disqualified from working /volunteering in a Childcare setting with children under the age of 8 years.</li> <li>• This is a mandatory check for staff allocated to and/or based at the Primary Phase.</li> </ul>
References checked	Exec team	SLT/ HRM	<ul style="list-style-type: none"> <li>• Endeavour to obtain references before interview where possible, and given to panel members as part of the interview documentation.</li> <li>• Follow LBTH guidelines including specific enquiries about applicant's background in relation to safeguarding</li> <li>• Ensure that all references are pursued, checked and agreed by the Executive Team and filed with HR.</li> </ul>
Single Central Record	HRM	Exec team	<ul style="list-style-type: none"> <li>• Details of the individuals and vetting checks are recorded on to the Single Central Record.</li> <li>• DBS re-checked every three years in accordance with best practice guidelines and LA advice.</li> </ul>
Ongoing culture of vigilance	Exec team	SLT/All	<ul style="list-style-type: none"> <li>• Safeguarding induction upon start of employment, including training on 'Prevent'.</li> <li>• Whole school Safeguarding policy</li> <li>• Regular refresher training on INSET days and at other designated times.</li> </ul>