



St Anne (Stanley) C of E Primary School Safer Recruitment Policy

Introduction

The purpose of this policy is to set St Anne Stanley C of E Primary School's commitment to fair, safe and effective recruitment and selection of new and existing employees.

Our school is an equal opportunities employer and will not discriminate unlawfully against anyone, but will select the best person for the job in terms of qualifications and abilities.

We are committed to safer recruitment practices that:

- *Deter prospective applicants who are unsuitable to work with children or young people.*
- *Identify and reject applicants who are unsuitable to work with children or young people.*

Guiding Principles

- All recruitment and selection procedures must comply with all current legislation.
- A job description and person specification must accompany each vacancy.
- The job applicant working with children will receive additional information relating to the post.
- All members of the recruitment panel should be familiar with this policy and the accompanying selection and recruitment procedures.
- At least one person on each appointment panel should have undertaken Safer Recruitment Training in keeping with the requirements of the Safer Recruitment Consortium and Keeping Children Safe in Education (DfE).
- The School's Safer Recruitment Procedures set out further guidance for appointments of those working with children.

For example:

- A curriculum vitae will not be accepted in lieu of an application form.
 - The applicant will be required to declare any cautions and convictions that are not protected [amendments to the Exceptions Order 1975 (2013).
 - References will be sought on all short-listed candidates and scrutinised before interview.
 - Open references will not be relied upon and will be subject to confirmation from the referee.
 - All references must include a statement about someone's suitability to work with children.
- Equality monitoring is at the heart of our equal opportunities policy. Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicants monitoring information.
 - All suitably qualified disabled applicants who meet the essential requirements of a post will be invited for interview where practical. Appropriate adjustments will be made to the interview arrangements where necessary.
 - Every applicant must be assessed consistently against the criteria identified on the person specification. The selection panel must look for relevant objective evidence on which to make a decision.



- Questions asked of applicants must relate to the requirements of the post and should not be discriminatory, offensive or in any way off-putting to any person or group.
- Safer Recruitment Training provides further guidance as to how to ask further questions to test out someone's suitability to work with children and relevant to their application form and personal statement.
- The **Equality Act 2010 (Section 60)** prevents employers from asking applicants about their health or attendance before making an offer of appointment. Questions relating to the applicant's health or sickness absence history must not be asked at the interview stage unless it is for the following reasons:
 - *Finding out whether a job applicant would be able to participate in an assessment to test their suitability for the work.*
 - *Making reasonable adjustments to enable a disabled person to participate in the recruitment process.*
 - *Finding out whether a job applicant would be able to undertake a function that is intrinsic to the job, with reasonable adjustments as required.*
 - *To enable identification of suitable candidates for a job where there is a genuine occupational requirement for the person to be disabled.*
- At the end of the interviews, each panel member should have recorded evidence of how each candidate has met each of the selection criteria. Systematic analysis and assessment against the school's scoring system is important so that fair and justified decisions are made and so that constructive feedback can be given to candidates.
- The panel should then reach agreement on which candidate is to be appointed.
- Short summative verbal feedback should be offered to unsuccessful shortlisted candidates.
- All posts are subject to a fully completed application form, satisfactory employment references, medical clearance, evidence of the applicant's right to work in the UK and evidence of the required qualifications.
- All posts will require all the relevant pre-employment checks set out in Keeping Children Safe in Education.
- The verbal offer of employment and the initial offer letter must be conditional on all the required checks being completed. Candidates should be advised not to resign until their post is confirmed and all relevant checks must have been completed.
- All new employees will receive a mandatory safeguarding induction in keeping with the DfE guidance Keeping Children Safe in Education.
- Any complaints made in relation to the recruitment and selection process should be dealt with under the grievance procedures for internal candidates and school's complaints policy for external applicants.