

# **Bordon Junior School**

## **Safer Recruitment and Vetting Policy**

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### **1. INTRODUCTION**

- 1.1 The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:
- attract the best possible applicants to vacancies;
  - deter prospective applicants who are unsuitable for work with children or young people;
  - identify and reject applicants who are unsuitable for work with children and young people.

- 1.2 The Governing Body of Bordon Junior School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

The Governing Body regards its staff as its most important asset. It is the policy of the Governing Body to ensure an adequate supply of suitably qualified and experienced staff to meet the school's human resource requirements and to deliver the school improvement plan.

- 1.3 The appointment of all employees at Bordon Junior School will be made on merit and in accordance with the provisions of Employment Law, the Education Act 2002, the School Staffing (England) Regulations 2003 and the statutory guidance, *Safeguarding Children and Safer Recruitment in Education Settings* and the school's Single Equality Scheme.
- 1.4 The Governing Body will ensure that people are treated solely on the basis of their abilities and potential, regardless of race, colour, nationality, ethnic origin, religious or political belief or affiliation, trade union membership, age, gender, gender reassignment, marital status, sexual orientation, disability, socio-economic background, or any other inappropriate distinction
- 1.5 The procedure for the appointment of the Head teacher or Deputy Head teacher differs from that of other staff. This procedure is outlined in Appendix 1 attached

### **2. STATUTORY REQUIREMENTS**

There are some statutory requirements for the appointment of some staff in schools – notably Head teachers and Deputy Head teachers. These requirements change from time-to-time and must be met.

### **3. IDENTIFICATION OF RECRUITERS**

Subject to availability of training, the school will ensure that at least two members of the governing body have successfully received accredited training in Safe Recruitment procedures provided by Hampshire Governor Services.

### **4. INVITING APPLICATIONS**

- 4.1 Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Criminal Records Bureau disclosure.”

4.2 Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

4.3 All prospective applicants must complete, in full, an application form.

## **5. SHORT-LISTING AND REFERENCES**

5.1 Short-listing of candidates will be against the person specification for the post

5.2 Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.

5.3 References will be sought directly from the referee. References or testimonials provided by the candidate will not be accepted.

5.4 Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.5 Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

5.6 Referees will always be asked specific questions about:

- the candidate’s suitability for working with children and young people;
- any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
- the candidate’s suitability for this post.

5.7 School employees are entitled to see and receive, if requested, copies of their employment references.

## **6. THE SELECTION PROCESS**

6.1 Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

6.2 Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).

6.3 Candidates will always be required:

- to explain satisfactorily any gaps in employment;

- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a CRB disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## **7. EMPLOYMENT CHECKS**

7.1 All successful applicants are required:

- to provide proof of identity
- to complete a CRB disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

## **8. INDUCTION**

All teachers are required to successfully complete their statutory induction and non-teaching staff to have completed a probationary period.

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including:

- Protected Disclosures (Whistle Blowing) Policy
- Child Protection Policy and channels for raising concerns about CP issues
- Child protection training appropriate to the persons role.
- Local Child Protection procedures
- Anti-bullying
- Single Equality Scheme
- Codes of conduct
- Relevant personnel policies and procedures including, disciplinary and capability procedures
- Internet safety
- Restrictive Physical Intervention
- Arrangements for meeting medical needs
- Provision of first aid
- General and Pupil Health & Safety

## **Monitoring and Review**

This policy will be reviewed by staff and governors every two years.

# APPENDIX I

## **The Selection and Appointment of the Head Teacher, a Deputy Head Teacher or an Assistant Head Teacher.**

1. The Governors will notify the LA of any vacancy for the Head teacher or Deputy Head teacher.
2. The Governing Body will appoint a Selection Panel of at least three Governors. The proceedings of the Selection Panel shall be under the control of the Selection Panel. The Governing Body will **not** delegate the power of appointment, only the selection process.
3. The Selection Panel will determine the interview process and seek approval from the Governing Body before commencing the process.
4. If the need arises the Selection Panel will appoint an Acting Head teacher/Deputy Head teacher. Where it is intended to fill an acting position by external temporary appointment of more than one term the post will be advertised within the area.
5. If an external appointment is to be made to an acting position the governors will seek to do so by secondment and will seek advice from the personnel service provider on the contracting of such a secondment.
6. The Selection Panel will advertise the permanent post in such publications circulating throughout England and Wales as they consider appropriate. In the case of an Assistant Head teacher vacancy the Governing Body may decide that it will not be advertised nationally. All applicants will receive the information set out in paragraph 4 of the Governing Body's policy statement.
7. The selection panel shall shortlist such applicants for the post as they think fit.

In the case of a Head or Deputy Head teacher appointment, if it is able to do so, the Selection Panel will recommend one of the interviewed applicants to the Governing Body. The decision of the selection panel will be approved by a meeting of the Governing Body, which must be quorate. The Selection Panel may make a decision about the appointment of an Assistant Head teacher without recommendation to the Governing Body.

8. If the Governing Body approves the recommended candidate for a Head or Deputy Head teacher appointment, the applicant will be offered appointment subject to staff qualification requirement, medical, CRB Disclosure check and references. A decision by the Selection Panel regarding the appointment of an Assistant Head teacher will also be subject to staff qualification requirement, medical, CRB Disclosure check and references.

## **Appendix 2**

## DRAFT SAFEGUARDING REFERENCE REQUEST

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APPLICANT : .....

POST APPLIED FOR : .....

REFEREE : .....

POSITION / ORGANISATION / SCHOOL : .....

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Please confirm the following details :

The applicant's period of employment with you:

From: ..... To: .....

The applicant's current or last job title within your school/organisation:

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Your work relationship to the applicant (i.e. Headteacher, Chair of Governors)

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With regard to the job description and person specification attached, please comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths or weaknesses you consider the applicant has demonstrated during their employment (please continue on a separate sheet if necessary).

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Space for specific questions relating to the role (i.e for Head teachers questions relating to leadership qualities, successful 'whole school' strategies, involvement in budgetary/resource issues in schools)

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Space for specific questions relating to the role.....

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Please comment on the effectiveness of the applicants working relationships with other people (for example children, young people, colleagues, parents & governors)

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Please comment on whether you are completely satisfied that the applicant is suitable to work with children. If not, please provide specific details of concerns and reasons for disquiet

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Has the applicant ever had an allegation made against them, or been under investigation, or the subject of a disciplinary enquiry or warning? If so, please provide details.

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Do you have any other comments on the applicant's performance history and conduct?

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**ATTENDANCE / HEALTH RECORD :**

Please confirm how much absence has been caused by sickness during their employment

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Timekeeping:

Please comment on the applicant's punctuality and reliability

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Reason for Leaving: (e.g. Voluntary resignation, dismissal, etc.)

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Under similar circumstances & with your present knowledge, would you re-employ the applicant? If not, please say why

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Printed Name: .....

Signature: .....

Position: .....

School/Organisation: .....

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# Appendix 3

## Interview questions relating to Safeguarding

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### 1. Motivations for working with children

Self awareness/knowledge & understanding of self, interconnection between self and professional role

What do you feel are the main drivers which led you to want to work with children?

How do you motivate young people?

What has working with young people to date, taught you about yourself?

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### 2. Emotional Maturity & Resilience

Consistency under pressure, ability to use authority & respond appropriately, ability to seek assistance/support where necessary

Tell me about a role where you were in control of others but where the circumstances slipped out of control.

How did you react?

What strategies did you employ to bring things back on course?

How comfortable were you in this situation?

Tell me about a person you have had particular difficulty dealing with.

What made it difficult?

How did you manage the situation?

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### 3. Values & Ethics

Ability to build & sustain professional standards & relationships, ability to understand & respect other people's opinions, ability to contribute towards creating a safe & protective environment

What are your attitudes to child protection?

How have these developed over time?

How have your own personal values evolved over time?

How have they been shaped and influenced?

What particular experiences have you drawn on?

How do you feel when someone holds an opinion which differs to your own?

How do you behave in this situation?

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#### **4. Possible questions to test for safeguarding in schools**

Tell us about what you have done in the last 12 months to actually improve child protection in the workplace.

How did this action arise?

Who did you talk to?

What were the results?

What is the Safeguarding policy in your workplace?

How is it monitored?

What steps have you taken to improve things?

Has an allegation about acting inappropriately with a vulnerable group ever been made about you in the past?

What was the situation?

What was the outcome?

What did you learn from this?

Give me an example of when you have had safeguarding concerns about a child.

What did you do?

Who did you involve?

What was the outcome?

Tell us about a situation which you felt fell short of safeguarding standards.

How did it arise?

Who did you speak to?

What actions did you take?

Tell us about how you have dealt with a child with difficulties?