



Governor Committee Responsible:	Operations Committee	Governor Lead:	Lesley Crompton
Designated Safeguarding Lead	Sue Selwood	Deputy Designated Safeguarding Leads	Nick Jukes Lara MacKenzie
Status	Statutory	Review Cycle	Annual
Last Review	September 2023	Next Review Date	September 2024
<i>Date policy ratified</i>	<i>Ratified by FGB on 12 September 2023</i>		

INTRODUCTION

The Governing Body of Charlton Kings Junior School is committed to the safety and welfare of children and is acutely aware that: ‘The safety and welfare of the child is paramount’.

The Safer Recruitment policy combines with a suite of other policies, with the express purpose of maintaining the safety of children. Further guidance can be found by referring to the school’s Safeguarding Statement.

Recruitment processes are followed with due care and precision; staff and governors ensure that at least one member of every interview panel is appropriately trained and that guidance is sought from Gloucestershire County Council’s Human Resources department as appropriate to ensure latest guidance is applied.

The school make due reference to **Keeping Children Safe in Education 2023** throughout the process.

The purpose of this policy, which is supplemented by the procedures outlined above, is to give a basic overview 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.

STATUTORY REQUIREMENTS

Where separate statutory requirements apply, the school will seek guidance to ensure these are met.

IDENTIFICATION OF RECRUITERS

On any interview panel, which will consist of at least two members, at least one will have current training in safer recruitment.

INVITING APPLICATIONS

Advertisements for posts in any format: newspapers, journals, on-line or other – will include the statement:

“The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced Disclosures and Barring Service check.”

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

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

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

SHORT-LISTING AND REFERENCES

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

A search for a candidate’s online and social media presence may be undertaken.

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

References will be sought from both the most recent employer and the most recent educational setting.

References will be sought directly from the referee and should be from someone with authority (not a colleague). References or testimonials provided by the candidate will never be accepted.

Any electronic references will be checked to ensure they are from a legitimate source.

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.

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.

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.

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

THE SELECTION PROCESS

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.

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).

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 discuss any queries arising from their online or social media presence;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

EMPLOYMENT CHECKS

All successful applicants are required:

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

INDUCTION

All staff who are new to the school will receive induction training in line with the requirements of Keeping Children Safe in Education, as follows;

All staff members should be aware of systems at CKJS which support safeguarding and these will be explained to them as part of staff induction. To include:

- the child protection policy;
- the staff code of conduct (sometimes called a staff behaviour policy); and
- the role of the designated safeguarding lead.

Copies of policies and a copy of Part one of the document (Keeping Children Safe in Education) will be provided to staff at induction.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

MONITORING OF THIS POLICY

The Safeguarding Governor shall routinely check the procedures followed by the school to ensure compliance with this policy and will report back to the Operations Committee.