



### Safeguarding: Burnley Brow Safer Recruitment Policy

Reviewed Nov 2013/Nov 2014/Jan 2016/Oct 2016

'Schools need to take all reasonable steps to guard against employing people who might harm children. Safeguarding children must be a priority for every school and incorporating safeguarding measures in the recruitment process is an essential part of that.' (NCSL 2006)

**At Burnley Brow we are committed to safeguarding and promoting the welfare of all children. We expect all our staff to share this commitment.**

Aims:

- To set our philosophy of safer recruitment
- To ensure that the recruitment of staff is done equitably and robustly.
- To ensure that there is a rigorous process of vetting for all appointments.
- To ensure that the safety of children is at the heart of all appointments to the school.

Our Philosophy:

At Burnley Brow, we adopt a culture of collective responsibility. Everybody is concerned with the safety and well-being of the children in our care. We accept that whistle-blowing is part of our responsibility. Anybody could be a potential abuser and therefore if a member of staff has concerns then this must be reported to the Headteacher, Chair of Governors or the LA Child Protection Officer.

The Process:

- Recruitment advertising must contain a safer recruitment statement.
- The job description must be clear.
- The person specification must include child protection duties.
- Two written references must be taken up before the interview.
- The interview process is conducted by two senior members of staff, at least one of whom has been trained in safe recruitment practices.
- Gathering information on a candidate is followed in every case.
- The candidate's suitability to work with children is explored at interview.
- Appointments will only be confirmed after all checks have been completed satisfactorily.
- All new staff will receive induction, training and a mentor.

Inviting Applicants:

- All adverts will carry a statement on the school's policy towards safeguarding children and the requirements for DBS checks.
- Information packs to candidates should also include the safer recruitment policy.
- It will be made clear to candidates that only LA completed application forms will be accepted (not CVs).
- It will be made clear to candidates that as part of the interview process, questions about safeguarding children will be asked.
- Any gaps in the candidates application form will be explored: this will include incomplete forms and gaps in work history.
- All successful candidates will be required to complete a DBS form and bring three forms of identity; one must be a picture ID.
- Candidates must also bring original documents and certificates to the interview.
- Two references must be taken prior to the interview. One must be current or more recent.
- Any discrepancies in the application will be followed up by contacting the referees.
- If concerns continue, advice will be sought from the LA.
- Providing false information will result in: the application being rejected, summary dismissal if the applicant has been selected, referral to the teacher's misconduct team or police, informing the LA, informing other schools where necessary.
- When requesting references, the referee will be asked about the candidate's suitability for working with children.
- During the interview process, open ended questions will be used to explore the candidate's suitability for the post. Questions will also be asked about the candidate's attitude towards child protection.

#### Validation of checks:

- All checks will be confirmed in writing.
- These checks will be retained in a personal file and will include: candidate's application form and letter of application, photocopy of completed DBS form, photocopy of three proofs of identification, two references, DBS disclosure and a medical check.
- A single central record sheet is kept of all school staff, governors and volunteers that have access to the school.
- Staff, volunteers and Governors will be asked to sign a declaration to say they understand this policy.

#### To monitor this policy we will:

- Examine staff turnover and reasons for leaving.
- Conduct exit interviews.
- Provide new recruits with child protection training.
- Provide the governing body with a report as to the effectiveness of this policy.