

# Manor Park

# Primary School



## **Safer Recruitment Policy**

<b>DATE OF LAST REVIEW:</b>	<b>MARCH 2022</b>
<b>SHARED WITH STAFF:</b>	<b>MARCH 2022</b>
<b>SHARED WITH GOVERNORS:</b>	<b>MARCH 2022</b>
<b>FREQUENCY OF REVIEW:</b>	<b>3-YEARLY</b>
<b>DATE OF NEXT REVIEW:</b>	<b>MARCH 2025</b>



The following outlines the procedures and actions to be undertaken when making an appointment to the staff of the School.

### PRE- INTERVIEW

A timetable for the process should be decided setting all the required dates e.g. short listing, interviews etc.

- Applicants pack prepared which will contain full job descriptions and person specifications and will be issued to all applicants – these will be reviewed and updated regularly.
- The application form will be the standard Local Authority form which seeks all relevant information.
- Information on the school which will include a clear statement on the schools commitment to safeguarding children.

### Advertising

Advertising the post – this will contain a reference to the safeguarding policy ie. the school has a commitment to safeguarding and promoting the welfare of children and the successful applicant will need to have an enhanced DBS check undertaken.

### Receipt of applications

Application forms will be scrutinised to identify any discrepancies / anomalies / gaps in employment. These will be noted and further work undertaken if the candidate is considered for short listing.

### Short list prepared

Short listing will always be an activity undertaken by at least two people. At this point any concerns around application forms will be shared.

### Seeking References

- These will always be sought directly from the referee and in writing.
- Specific questions relevant to the post will be included for comment by the referee.
- A specific question on the applicant's background in relation to safeguarding included. A statement about liability of accuracy will be included.

### Receipt of references

They will be checked against application forms. Any issues raised noted and taken up with applicant at interview.

## Invitation to interview

This paperwork would include all relevant information and instructions.

## Interview Arrangements

- There will always be at least two people interviewing of which one will have successfully completed the Safer Recruitment Training. (A list of qualified interviewers is held in the Safeguarding file).
- Panel members will have the authority to appoint.
- They will have met to agree questions / assessment criteria / standards prior to the interview.
- They will have discussed any issues arising from the application forms and references and the approach they intend to take to deal with them.
- If all references have not been received then offers of appointment will only be made conditionally.

## INTERVIEW / DAY OF INTERVIEW

Following the interview:-

- Identity and qualifications of successful candidate checked (original documents) – copies taken and kept on file.
- Where appropriate candidate completes application for DBS disclosure.

Conditional offer of appointment is made subject to pre-appointment checks