



## Stroud Valley Community Primary School – Safer Recruitment

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**Stroud Valley Community Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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### Introduction

The staff and governors of SVCS understand their responsibility to safeguard children and take this very seriously. In the recruitment of all staff, including the use of volunteers, we will do everything we can to ensure the safety and welfare of our children. This policy relates to the recruitment of all members of staff as they all come into contact with children. We know that children will believe that all adults they come across in school are to be trusted, therefore it is our responsibility to make this so.

Posts at SVCS are exempt from the Rehabilitation of Offenders Act of 1974. All regulated activities, those which involve working in an unsupervised capacity with children, will be subject to an enhanced DBS check. No unsupervised access to children will be allowed until this is gained.

In addition to an enhanced DBS check newly appointed teachers will require an additional check to make sure they are not prohibited from teaching. A check of prohibition will be made using the Employer Access Online Services.

### The Recruitment Process

Our approach to recruitment and pre-employment vetting is in compliance with the DFE statutory guidance 'Keeping Children Safe in Education' (Sept 2020)

The school has a clear stepped approach to recruitment which is located in the office and used at the planning stages of recruitment, during the interview process and the offer of the post

At all stages of recruitment, the message about our commitment to safeguarding children will be clear.

In all **job adverts** there is a clear safeguarding statement that demonstrates our commitment to this.

In the application pack sent on request, candidates are sent a clear **job description and job specification**. The responsibility for working positively with children and responsibility for safeguarding is made clear. A letter is sent to all applicants informing potential candidates that should they be successful at the interview the post will only commence after the school has completed the paperwork for an enhanced DBS (disclosure and barring service) check and it has been cleared and returned. The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions. It also prevents unsuitable people from working with vulnerable groups, including children, through its criminal record checking and barring functions. DBS was established when the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA) merged in 2012.

The flow chart on page 43 of Keeping Children Safe in Education (Jan 2021) is followed as a step by step guide.

Any unspent convictions, cautions, reprimands or warnings must be disclosed to the school. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. In 2020, the Government removed the requirement for automatic disclosure of youth cautions, reprimands and warnings and the multiple conviction rule which requires the automatic disclosure of all convictions where a person has more than one conviction, regardless of the nature of the offence or sentence. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Headteacher of the employing school immediately. This will include notification of any arrest, release under investigation, charge, caution or conviction as well as court orders, reprimands or warnings he/she may receive.

**Applications** are only accepted from individuals who complete the standardised local authority form. This standard form enables the recruiting panel to check for anomalies such as breaks in service which can then be followed up with the candidate.

Application forms must be signed as this is verification by the candidate that the statements given are true and that the candidate has not been disqualified from working with children.

The first stage of the **shortlisting** process is completed by at least two people who work individually and then compare thoughts about the applicants most suitable for the post being recruited. The final short list is then agreed. Individuals involved in the short listing process will also be a part of the interviewing panel.

**References** for all short listed candidates are obtained directly from the referee before the day(s) of interview. Following receipt of the reference the headteacher will contact the referee to verify experience or qualifications if there is a question about anything. Referees are asked to provide a statement relating to the applicant's relationships with children and if the candidate has been subject to any disciplinary actions or child protection concerns.

References will only be accepted from someone who has had a professional relationship with the candidate and was in a higher position than them (usually the Head teacher).

Shortlisted candidates will be asked to bring some documentary evidence, including photographic, of their identity on the day of the interview that may be used to complete the DBS check.

During the recruitment process there will always be an opportunity to watch the candidates interact with children. This observation may be completed in the candidates' present school or with children in our own school.

Interview panels will consist of three people to enable a majority decision to be made. All notes taken through the interview process will be kept in line with the records retention schedule.

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At least one member of the interview panel will have completed safer recruitment training.

Any new appointment will be conditional upon the matters set out in paragraph 102 in 'Keeping Safe in Education' having been satisfied

This policy is a significant part of our diligence around safeguarding and the safeguarding policy must be taken into account when recruiting. During the interview the candidates understanding of safeguarding will be questioned

### **Policy Review**

Policy Title	<b>Safer Recruitment</b>
Date Policy Ratified by Governors	July 2021
Committee Responsible	Finance and Staffing / Behaviour and Safety
Date for next review	July 2022