



MERSEY PARK PRIMARY SCHOOL

Safe Recruitment and Selection Policy Statement

Overview

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our policy and selection procedure will fully incorporate and conform to all guidance from the DCSF and LA. It will be closely linked to our child protection policy and procedures.

Objectives

1. To ensure that we make excellent appointments at all levels
2. To ensure that we appoint only those who are appropriately qualified and fit to work with children
3. To ensure that all safeguarding checks and procedures are carried out rigorously
4. To promote the welfare and education of children at every stage in the recruitment process

Strategy

1. When a vacancy arises careful planning will be carried out to identify the qualities, qualifications and experience the right candidate will need to demonstrate. These will be set out clearly in the advertisement.
2. The recruitment strategy will be planned and set out with dates and times and so that all involved are clear about the parts they will play.
3. We will use the standard LA application form which meets fully the requirements of 3.22 SC and SRiE (DCSF 2007)
4. We will ensure that the job description makes reference to the responsibility for safeguarding.
5. We will ensure that the person specification makes specific reference to suitability to work with children. 3.28 SC and SRiE (DCSF 2007)
6. We will obtain and scrutinise comprehensive information from applicants being careful to take up and satisfactorily resolve any discrepancies or anomalies.
7. We will obtain independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and follow up any concerns.
8. We will scrutinise applications carefully and short list only those that match the criteria set.
9. We will hold face to face interviews to explore the candidate's suitability to work with children as well as their suitability for the post.
10. We will verify the successful candidate's identity
11. We will verify academic and professional qualifications
12. We will check previous employment history and experience
13. We will identify and explore any 'gaps'
14. We will verify the candidate's health and physical capacity for the job
15. To carry out all mandatory checks and where appropriate Enhanced Disclosure via the DBS in line with 3.45 SC and SRiE (DCSF 2007)

Outcomes

Through the thorough nature of our recruitment process we will ensure that our school is staffed by well qualified people who are fit to work with children. In this way we will promote excellent education, teaching and learning in a safe and nurturing ethos where children thrive and do well.

March 2015



SAFER RECRUITMENT PROCESS

1. Train and brief those who are carrying out the interview or other assessments.
2. Design job description and person specification.
3. Choose methods of assessment (interview, role play, etc).
4. Choose selection criteria.
5. Design questions, role play or other assessment.
6. Advertise the post.
7. Send out information pack.
8. Give information about safeguarding policies, procedures and checks carried out.
9. Ask for criminal record self disclosure.
10. Read information and check information.
11. Short list.
12. Ensure all e-mail applications are signed by candidate if short listed.
13. Request references.
14. Carry out interview, role play, assessment.
15. Check gaps / issues on application form.
16. Probe candidate's attitudes and motives towards safeguarding and children.
17. Scrutinise references.
18. Request DBS check.
19. Request Occupational Health check.
20. Check identity documents, ensure applicant is legally allowed to work in the UK.