



## The Petersfield School Safer Recruitment Policy

<b>Policy Owner</b>	Chris Raeside, Deputy Headteacher
<b>Approving Authority</b>	Chair of MANCO
<b>Date of Approval</b>	20.05.10
<b>Date of Next Review</b>	May 2011
<b>Location of Policy</b>	<a href="http://www.petersfieldschool.com">www.petersfieldschool.com</a>
<b>Applicability</b>	All employees and potential employees of The Petersfield School
<b>References</b>	TPS Child Safeguarding Policy and Procedures; Children's Workforce Development Council, <i>Safer Recruitment in Education</i> ; Every Child Matters; The Children Act 2004

Safer recruitment is one strand of safeguarding and promoting the welfare of children, a key part of the government's strategy for children and young people that was set out in Every Child Matters. Government guidance '*Working Together to Safeguard Children*' states that "All agencies and individuals should aim to proactively safeguard and promote the welfare of children so that the need for action to protect children from harm is reduced". It points out that all organizations providing services for or working with children and young people should have "effective recruitment and HR procedures including checking all new staff volunteers to make sure they are safe to work with children and young people."  
*Safer Recruitment in Education, Children's Workforce Development Council (CWDC)*

This policy sets out how The Petersfield School (TPS) will manage and monitor recruitment to ensure child safety. It should be read in conjunction with the TPS **Child Safeguarding Policy and Procedures**.

1. All adverts for positions at The Petersfield School (internal and external; teaching and non-teaching) will carry wording which makes clear our commitment to the well-being and protection of children: '*The Petersfield School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to CRB checks along with other relevant employment checks.*'
2. All candidates for posts will have to fill out a standard Hampshire County Council (HCC) application form; letters of application or Curriculum Vitae alone will not be accepted.
3. All candidates will be required to produce original documentation of qualifications and an acceptable form of photographic identification prior to taking up post.
4. Every section of an application must be completed and shortlisting panels will scrutinise these closely for continuity of employment.
5. Recruitment activities will be planned and structured carefully so that everything is in place prior to interview, including person and role specifications and selection criteria.
6. References will be taken up at an early stage in the process. Every reference will specifically request information that might give rise for concern about the candidate's suitability to work with children.

7. Information contained in references will be carefully scrutinised and any concerns, anomalies or inconsistencies will be explored with the referee.
8. Interviews will be carefully planned and will always contain questions and criteria which probe candidates' motives for working with children and their suitability to do so.
9. Every interview panel will contain at least one member of the Senior Leadership team successfully trained in the CWDC Safer Recruitment Procedures.
10. Other selection tools will be used where appropriate and possible (e.g. lesson observations, written tasks) so that an interview will be the minimum selection process that a candidate can go through to work in this school.
11. All candidates will be asked to disclose criminal convictions in accordance with HCC policy. Self disclosures will not be used at the shortlisting stage, but will be considered after shortlisting has taken place.
12. An enhanced Criminal Records Bureau check will be carried out prior to any final offer of employment as will, from November 2010, registration with the Independent Safeguarding Authority (in accordance with changes in legislation).
13. All staff joining TPS will be enrolled on a (compulsory) thorough Induction programme which will demonstrate our expectations in terms of behaviour towards children and young people and set out the boundaries of their roles and responsibilities in working with children.
14. All staff will undergo regular Safeguarding and Child Protection training and this will be compulsory for new staff, irrespective of any recent training they have received in their previous post.
15. Through its Child Protection Policy and Procedures, TPS will maintain a culture of vigilance around child safety and all staff will be expected to take a positive and proactive role in this.
16. School policies will make clear to staff what to do when they suspect a child or young person is unsafe or if they have concerns about someone's behaviour towards children. All members of staff, starting with the Senior Leadership Team, will openly encourage and cultivate this culture.

## **Implementation**

Responsibility for implementation of this policy lies with the Headteacher, the Headteacher's Personal Assistant and any member of the Senior Leadership Group (SLG) engaged in any stage of the process of recruitment of staff to The Petersfield School.

## **Monitoring and Reporting**

The effectiveness of the policy will be monitored by the Headteacher, SLG, Child Protection Officer and the Link Governor for Child Protection and Safeguarding. The Headteacher reports to Governors on recruitment issues via his regular report to full governing body meetings. Any issues regarding safer recruitment will be reported to the Chair of Governors in this way, as well as in immediate response to any emerging concerns about child safety.

Policy approved by governors on:	20.05.10
Signature of Chair:	

