



Whipperley Infant Academy **Safe Recruitment and Selection Policy**

The purpose of this policy statement is to emphasise and promote the Academy's total commitment to safeguarding and promoting the welfare of children and expects all staff (including volunteers) to share this commitment.

The Safe Recruitment and Selection process underpins the DfE guidance on [safer recruitment and selection](#) included in Keeping Children safe in Education and serves to help ensure that information provided by the candidates or third party at every stage of the recruitment process is scrutinised and addressed. This will help ensure that safe recruitment practices are always followed and establish a safe environment in which children can learn and develop in line with the Academy's Safeguarding Policy.

The Academy will ensure that the measures described in the DfE guidance in Keeping Children Safe in Education, part three: Safer recruitment Recruitment, selection and pre-employment vetting will be applied in relation to everyone who works in the school and who is likely to be perceived by the children as a safe and trustworthy adult. This pertains not only to people who regularly come into contact with children, or who will be responsible for children, as a result of their work but also people who regularly work in the Academy when the pupils are present, who may not have direct contact with children as a result of their job, but nevertheless will be seen as safe and trustworthy because of their regular presence in the school. This includes workers who are not on the payroll, e.g. staff employed by contractors, and unpaid volunteers.

These provisions also extend to recruitment and supply agencies who are required to adopt and implement the measures described and must include their commitment to this in any contract for service with the Academy. The Academy will monitor the contractor's compliance.

Safe Recruitment and Selection measures will be adopted when recruiting and selecting prospective employees and volunteers. This will include the

following areas: (please note that this is not an exhaustive list and elements of good practice will be encouraged and shared in Academy's):

- Advertisements
- Job descriptions
- Person specifications
- Information pack to candidates
- Application form
- Scrutinising and short listing
- Identity checks
- Obtaining 2 references (one can be a character reference but the second must be from the past employer, or a previous employer in work with children)
- Qualifications checks

Barred List checks/ISA registration and Disclosure and Barring Service (DBS) checks:

- For most appointments, an enhanced DBS certificate, which includes barred list information, will be required as the majority of staff will be engaging in regulated activity. In summary, a person will be considered to be engaging in regulated activity if, as a result of their work, they:
 - will be responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children; or
 - will carry out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children;²⁷ or
 - engage in intimate or personal care or overnight activity, even if this happens only once
- Medical checks
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); or monitoring and satisfactory completion of the induction period for NQTs
- (for non-teaching posts) monitoring and satisfactory completion of the probationary period where applicable.
- Interview panel
- Interview
- Involving pupils
- Post appointment Induction
- Monitoring

All checks will be:

- confirmed in writing;
- documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and
- followed up where they are unsatisfactory or there are discrepancies in the information provided.

An explicit Safe Recruitment and Selection Policy statement will be included in: -

- Publicity materials
- Academy websites
- Advertisements
- Candidate information packs
- Person specifications
- Job descriptions
- Competency frameworks
- Induction training

The explicit Safe Recruitment and Selection Policy statement in our setting is as follows:

'The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in Academies. Please contact the Academy if you need assistance'.

'Experience of working in an Academy environment is desirable for this post'.

By scrutinising these areas and following the policy guidance, the academy will ensure that we practice safe recruitment in checking the suitability of all workers (including volunteers) to work with children.

Furthermore, the Academy is committed to ensuring that:

- in addition to DfE guidance, all staff involved in the recruitment and selection process are appropriately trained in this area,

- safe recruitment and selection practices are continuously reviewed and good practice measures over and above the DfE guidance are adopted where appropriate.
- At least one member of every interviewing panel will have undertaken Safer Recruitment Training; at the present time Linda Griffiths, Headteacher , Ann Phillips, Deputy Headteacher, Deb Johnson, Academy Business and Resource Manager and Kim French, Vice Chair of Governors and Nursery Manager, hold a training certificate.

The Academy's commitment to safe recruitment and selection will also extend to creating a safer culture and attitudes in the prevention of child abuse. The Academy considers it crucial to create an Academy culture in which unsuitable behaviour is:

- easily recognised by having in place clear standards and boundaries for staff and students
- reported at all levels
- always addressed and/or investigated
- encapsulated in an ethos of 'safeguarding children and protecting staff'.

Employees have an understanding of what is expected of them both in terms of performance and conduct and are referred to the Academy's Code of Conduct and the job description which will include the responsibility statement that it is the individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

June 2015

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