



Broad Oak Primary School

www.broadoak.lancs.sch.uk

Safer Recruitment Policy

POLICY

Broad Oak Primary School

SAFER RECRUITMENT **POLICY**

MISSION STATEMENT

*Learning to live, loving to learn.
At Broad Oak we nurture today's minds for
tomorrow's challenges. Working together we
ensure every child has the potential to shine.*

*Together we Challenge **C**hallenge **A**spire **N**urture*

CONTENTS

Introduction

Statement of Intent

Checks

Selection

Induction

Overseas Employees

Training

Checking of Existing Employees

Record Keeping

Other Sources of Information

INTRODUCTION

Penwortham Broad Oak Primary School is committed to safeguarding the welfare of children. We need to ensure that our recruitment policies and practices are robust and contain the necessary measures to enable us to employ a workforce that will fulfil its roles and responsibilities with full regard to this commitment.

We will ensure compliance with legislation, and encompass best practice to ensure that we are effective in attracting, recruiting and retaining an appropriately skilled and talented workforce. The process for checking and vetting potential employees is a critical part of this process.

The following policy and guidance has been written with full regard to the findings and recommendations of the Bichard Inquiry and should be read in conjunction with the DCSF guidance document 'Safeguarding Children – Safer Recruitment and Selection in Education' (Ref ; 1568) which we have also adopted as best practice guidance.

STATEMENT OF INTENT

- Penwortham Broad Oak Primary School as an aware employer is committed to safeguarding and protecting the welfare of children as its key priority when recruiting staff.
- This commitment to robust recruitment, selection and induction extends to everyone working with children in our school
- We will ensure that with immediate effect all appointments to posts that include working with children will be subject to Enhanced Disclosure, list 99 check, references sought, employment history checked, identity check, qualification check and medical assessment.
- We will ensure that all post 2002 employees are checked in line with the key recommendations from the DCSF doc. 15768.
- We will ensure that all outside agencies working with our children are also appropriately checked.
- We will ensure that our Induction procedures are inline with key recommendations.
- We will ensure that appropriate training is given to key people involved in the recruitment and selection process.

CHECKS

As required by DCFS:

These checks will be a requirement of any person who meets any of the following criteria :

1. Has unsupervised access to children
2. Has supervised access to children on a regular basis for a significant period of time.

These checks apply to all types of employment – permanent, temporary, casual, part time or volunteer basis.

Voluntary Mentor Scheme (18 yr olds+)

The school, in addition to the above, runs a Voluntary Mentor Scheme. Through this scheme, support from members of the school and local community are encouraged to support pupil learning, e.g. hearing readers, support for art etc. It does not include single off-site visits involving parents.

If support is offered through this scheme only supervised access to pupils is granted on either an irregular basis or for a relatively short period of time, following satisfactory checks. This safeguards our pupils from inappropriate persons that would not come under statutory checks. For the Voluntary Mentor Scheme the school will undertake the following checks prior to them working in a voluntary capacity:

- Check against lists incl. list 99 as accessible by the local authority human resources team.
- Obtain 2 positive references from upstanding members of the community (who have been told about the role and the need to disclose matters affecting child protection concerns)
- A meeting with a member of the senior management team to discuss the role and their remit

Initial Teacher Training

The school expects the institution responsible for the training programme to undertake the necessary checks. These will be confirmed on commencement of any school-based practice.

Work Experience (Under 18)

The school only takes pupils for work experience through recognised Education partnership routes. As the pupil is still in full-time education they remain fully supervised throughout. There is no expectation for checks to have been made, although this is under review.

SELECTION

All employed persons will undertake a selection process based upon good practice as prescribed in the DCFS doc. 1568:

Employment history will be checked

Qualifications will be checked

Identity will be checked

References will be sought

INDUCTION

All newly employed persons will undertake an Induction process that includes training on Child Protection. (see Induction Policy)

OVERSEAS EMPLOYEES

Any overseas staff will be subject to the same checks and additionally must produce a Certificate of Good Conduct from their home police force or Embassy.

TRAINING

The Head teacher, Deputy Head Teacher, and Chair of Staffing Committee have undertaken the NCSL qualification – ‘Safer Recruitment’.

S Barton – October 2019

S Meredith – Nov 22

V Fellows-Molyneux (Vice Chair) – April 23

S Bentley (Governor) – April 23

S Naylor (Chair of Governors) – due for renewal

CHECKING OF EXISTING EMPLOYEES

Any employee within a post that has been identified as requiring checking as outlined earlier and who has been employed since 2002 will undergo the required checks as identified earlier.

A rolling programme will be put into place to re-check all identified employees at three yearly intervals.

It is not mandatory for an employee to undergo checks if they have been and remained in post prior to 2002. These checks can only be encouraged on a voluntary basis but the Headteacher may deem at any time that an employee should be subject to checks if it can be justified that this is appropriate and that there is ‘cause for concern’. The Governors and Headteacher will retain this option to be used as and when deemed appropriate.

RECORD KEEPING

The Headteacher will keep a single, central record (CPOMs) collating when and by whom checks have taken place, documenting all relevant data outlined earlier. All information will be treated as confidential and kept electronically.

As an equal opportunities employer using the Disclosure Barring Service (DBS) to assess applicants’ suitability for positions of trust we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly and equally.

OTHER SOURCES OF INFORMATION

Websites: www.ofsted.gov.uk
www.teachernet.gov.uk

Broad Oak Primary School

Policy reviews

We are aware of the need to review our school's policies regularly so that we can take account of: new initiatives, changes in the curriculum, developments in technology etc.

This policy was reviewed in Nov 2023

and will be reviewed as and when necessary.