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Safer Recruitment Policy

What is this policy for?

This policy is to ensure that the recruitment and selection of all who work in Hutton CE Primary school is conducted in a manner that is systematic, efficient and effective and promotes equality of opportunity.

The vision for safer recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Hutton CE Primary expects all staff and volunteers to share this commitment. It can only be achieved through sound procedures, good interagency co-operation and the recruitment and retention of competent motivated employees who are suited to and fulfilled in the roles they undertake.

How is safer recruitment achieved?

All posts within school are exempt from the rehabilitation of Offenders Act 1974 and therefore all applicants for paid work and relevant volunteers will be required to declare:

- all unfiltered convictions, cautions and bind-overs, including those regarded as spent & have
 - Children's Barred List and
 - Enhanced Criminal Records Disclosure check.
- A previously issued Disclosure and Barring service Disclosure Certificate will only be accepted if the individual is registered with the DBS Update Service. Workers and volunteers will also be required to complete the other appropriate safer recruitment checks as set out in Keeping Children Safe in Education.

What do we do for people who have been convicted?

Hutton CE Primary School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The school's recruitment procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post. This school is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information.

How do we ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children?

- 1) The following pre-employment checks will be undertaken:
 - Receipt of at least two satisfactory references
 - Verification of the candidate's identity
 - A Children's Barred List Check (when undertaking regulated activity)
 - A satisfactory enhanced DBS disclosure
 - A prohibition from teaching check (teachers only)
 - Verification of the candidate's medical fitness
 - Verification of qualifications



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- Verification of professional status where required e.g. QTS status.
 - The production of evidence of the right to work in the UK.
 - (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - If the person has lived or worked outside the UK, make any further checks the school considers appropriate.
- 2) Keep and maintain a single central record of recruitment and vetting checks, in line with the DFES requirements.
 - 3) Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
 - 4) Require staff who are convicted or cautioned for any offence during their employment with the school to notify the school, in writing of the offence and penalty.
 - 5) The school will refer to the Local Authorities internal registers of individuals whose previous employment history may give cause for concern and will refer individuals to the Disclosure and Barring Service as required for possible inclusion on the Children's Barred List.

Safety & Risk

The Executive Headteacher, Head of School, Chair of Governors and at least one other governor all have safer recruitment training, which is updated every three years.

Monitoring and Evaluation

The policy is reviewed by the leadership team and through the link governor for safeguarding.

Policy written: March 2020

Policy review: 202

Ratified by the Local Governing Body and signed by chair or vice-chair:

15/3/21

LGB Chair