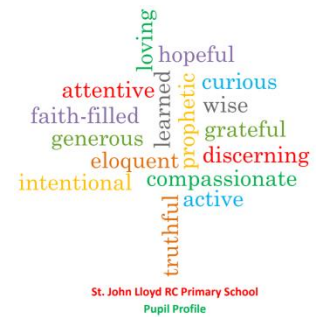


Ysgol Gynradd St John Lloyd RC Primary School



Safer Recruitment Policy

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. St John Lloyd RC Primary School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with legislation including the Children Education Act 2002, Safeguarding Children in Education and Safeguarding Children: Working Together Under the Children Act 2004 (WA) the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

AIMS AND OBJECTIVES

- Prevent unsuitable people from working with children and young people;
- Promote safe practice and challenge poor and unsafe practice;
- Contribute to effective partnership working between all those involved with providing services for children and young people.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Operate safe recruitment procedures that take account of the need to safeguard children and young people, including arrangements to ensure that all appropriate checks are carried out on new staff and unsupervised volunteers who will work with children, including relevant DBS checks

It is the responsibility of the Headteacher and other Managers involved in recruitment to:

- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

RECRUITMENT AND VETTING CHECKS OF STAFF (including Volunteers)

References Two professional/character references must be provided.

- These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up. Every effort will be made to verify the reference. (Volunteers will be asked for a character reference from a professional)

Previous Employment History

- Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment. (N/A for Volunteers)

Identity Checks

- These will be carried out on all appointments to the School's workforce before an appointment is made. Acceptable proofs of identity may include birth certificate, driving license or passport, combined with evidence of proof of address.

DBS Disclosure

- An enhanced DBS clearance is required for all new appointments to the school. Individuals will be asked to declare any convictions, cautions or reprimands, warnings or bind-overs that may have been incurred.

Medical Fitness

- Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed.

Qualification Requirements

- Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application. (N/A for Volunteers)

Overseas checks

- All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary. (N/A for Volunteers)

In addition to the above and as part of a broader approach to best practice in safe recruitment the school will, whenever possible, ensure the following procedures are followed.

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- The 'person specification' will include a specific reference to suitability to work with children.
- Other than in exceptional circumstances, face-to-face interviews will form part of the recruitment process.
- Interviews will be rigorous, providing opportunities for candidates to be seen in an appropriate setting and working on a variety of tasks.
- A clear process will be followed and documented at all stages.