



Safer Recruitment Policy

Review: February 2025

Recruitment

At Herrick Primary School we aim to recruit staff who will join our school team and support the ethos, aims and values of the school in order to bring about school improvement.

Advert

Posts will be advertised in any or all of the following, depending on the post advertised: Eteach, individual leaflet circulated to schools, poster displayed in school and locality.

Information to Candidates

All candidates will be informed that the post is subject to a satisfactory DBS Disclosure and Health Check. The time span from advert to interview will take a maximum of 6 weeks (preferably 4 weeks). All candidates will receive information about the school, a Job Description, a Personnel Specification, other documentation as necessary.

Personnel Specifications

Posts are advertised using the Leicester City Council Job Description and Person Specifications for the position. The interviewing panel will use this for shortlisting purposes. The Personnel Specification will list requirements as 'Essential' or 'Desirable'.

Job Descriptions

Every post advertised will have a written Job Description (Leicester City Council) with possible additions by the Headteacher, and this will be sent to all prospective candidates. The successful candidate will sign the job description and a copy will be kept in the employee's personnel file.

Application Forms

Application forms will be circulated only to the interviewing panel members who will keep these confidential. Application forms will be safely stored prior to the interview, with access only as necessary e.g. the Business Manager will access addresses of referees and information to contact the applicant for interview. After the interview, application forms with accompanying notes will be kept for 6 months before being destroyed.

Disclosure & Barring Service - DBS

We follow our written policy statement on the recruitment of ex-offenders (Appendix 1) and follow the guidance notes provided (copy in office). We follow our written policy for the correct handling and safekeeping of disclosure information. Recommendations from the DFe were taken into account when this document was prepared. (Appendix 3)

Interviewing Panel

Interviews will be conducted by two or preferably three interviewers of which one will be the Headteacher or Assistant Headteacher. At least one member of the panel must have attended Safer Recruitment Training. Governors and/or Phase leader will be involved in interviews as necessary. If possible there will be a gender and race mix within the panel. The Interviewing Panel members will choose one person to chair the interview and the

discussion session afterwards. Questions will be agreed by the interviewing panel before the interview and with reference to the Personnel Specification and Job Description.

Shortlisting and Interview

Candidates will be invited to interview by letter/email. Candidates will be informed of any additional requirements which will be required at interview e.g. skills tests All candidates will be shown around the school. The letter will ask candidates if they have any special requirements and these will be responded to as necessary and as reasonably practicable within budget constraints. Candidates will be provided with an area to sit, with access to refreshments whilst awaiting their interview.

Interview

A quiet room will be set aside for the interview and water provided for the candidate. The chair will invite the candidate into the prepared room, introduce the panel, set the candidate at their ease, explain the format of the interview and explain that follow up questions may be asked. The chair will invite the candidate to ask for explanations if there is anything which they don't understand. Questions will be asked by specific members of the panel and this will be arranged before the interview starts. The panel member who has asked the question will retain eye contact with the candidate and they will make any notes at the end of the question.

Panel members will keep notes on each question and rate each answer as 1-poor 2-satisfactory 3-good. Questions will always include one concerning the candidates understanding of Equal Opportunities and Race Equality and also Safeguarding. Questions are designed to find out about the candidate in order to make the best selection decision.

At the end of the interview the candidate will be told how and when the results of the interview will be made known to them. All candidates will be offered a debrief which will be conducted by the chair of the interviewing panel.

Follow up discussion

The chair will lead this discussion and each candidate will be discussed and graded with relation to their performance at interview and any skills test or assessment procedure. A decision will then be arrived at to either make a selection or not to appoint a candidate at all. The decision will be recorded in writing and each candidate's suitability recorded in order of suitability.

References

Referees will be asked to provide a written reference and will be informed that the reference may be shown to the candidate. Any offer of employment is made subject to receipt of satisfactory references and these will be applied for following interview. References will be stored safely with the application form and notes and will be destroyed after 6 months. If necessary one written reference or a verbal reference will suffice.

Induction

When appointed all new employees will take part in an induction process following our Induction Policy. This will include the allocation of a mentor. New employees will need to provide school with their current DBS disclosure as soon as possible. If the DBS is not readily available then the Headteacher will decide whether to start their employment in school whilst the form is being processed. DBS application forms are submitted for all new employees regardless of if they have a current one available.

The Induction Checklist will be completed to ensure that the new employee is aware of all aspects of the school and how things work. The checklist includes information on all school policies and where regular/updates on GDPR, H&S & Safeguarding can be sought. (Appendix 4)

Recruitment and the Law

Due regard is given to the Equal Opportunities Act, the Race Discrimination Act, the Disability Discrimination Act, the Human rights Act and the Data Protection Act.

Training

All interviewers will be provided with suitable training as necessary. At least one member of the Interviewing Panel must have attended the Safer Recruitment Training.

APPENDIX 1 - Recruitment of Ex-offenders

As an organisation using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, Herrick Primary School complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Herrick Primary School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

We have a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.

We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.

Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to a designated person within Herrick Primary School and we guarantee that this information is only seen by those who need to see it as part of the recruitment process.

Unless the nature of the position allows Herrick Primary School to ask questions about your entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.

We ensure that all those in Herrick Primary School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

We make every employee aware of the existence of the School DBS Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.

APPENDIX 2 – Correct handling & safekeeping of disclosure information

General Principles

As an organisation using the Disclosure & Barring Service sure service to help assess the suitability of applicants for positions of trust, Herrick Primary School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

Storage & Access

Disclosure information is not kept in an applicant's personnel file it is kept in the 'Employees DBS Information' file kept in a locked room in the Business Managers office. Access to this file is limited to those who are entitled to see it as part of their duties (ie. Headteacher & Business Manager).

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strict controlled access will prevail.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately suitably destroyed by secure means – we currently use The Shredding Station for all shredding.

While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin). All documents that require shredding are kept in a locked bin.

We will not keep any photocopy of the contents of a Disclosure. However, notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the

subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

APPENDIX 3 – Disclosure & Barring Checks (DBS)

At Herrick Primary School the following procedure is followed as per instructions by the Department for Education Skills (DfES).

- All staff complete a DBS disclosure form when offered a position at Herrick Primary School which is processed by EMSS. This procedure also applies to all volunteers and governors.
- The Assistant Headteacher undertakes an induction for all new members of staff and volunteers. This includes providing information on the ethos the school and the mission statement.
- All outside Agencies have to produce DBS information before carrying out their duties within the school. Supply agencies email a copy of the teacher / Teaching Assistant information prior to their visit.
- Visitors/ speakers are not requested to have DBS clearance but they are given an information sheet and are asked to sign to say they have read it. They are also supervised at all times whilst on the premises and never left alone with children.
- Visitors are made clear about their roles and responsibilities and boundaries when working – within the curriculum – on a one to one basis – supporting teachers- the aims of the overall programme and that the input meets the needs of the pupils.
- Visitors are made aware of all relevant information, e.g. Safeguarding issues, fire procedures, etc.
- General information of all volunteers and visitors are kept school office. e.g. telephone numbers and contacts.

APPENDIX 4 – Staff Induction Check

		Initials	Date
Planning			
<ul style="list-style-type: none"> Job specification & description (appropriate Year group) Application form (LCC) Teacher or Support Staff 			
Vacancy advertised (eTeach) – (flyer)			
Closing date:	Interview date:		
Applications			
<ul style="list-style-type: none"> Check for employment breaks/qualifications etc. Check all parts of the form have been completed. Pass completed forms to Headteacher. 			
Shortlist Prepared by Interviewing panel			
<ul style="list-style-type: none"> Timetable for interviews prepared Candidates contacted by email/phone 			
Interview Arrangements			
<ul style="list-style-type: none"> Headteacher/Assistant head to set interview questions Questions regarding Equality and Safeguarding included. At least 1 interviewer to have attended Safer Recruitment Training. Panel to decide who asks which question. 			
References - Requested for successful candidate			
References on receipt			
<ul style="list-style-type: none"> Checked against information on application 			

Documents for new starters to be signed/returned	Sent	Returned Comp/Signed
DBS form to complete		
New Starters Payroll info etc.		
Pre-Employment Health Declaration		
Job Description		
Staff Code of Conduct		
Guidance for schools on Safer Working Practices		
Data Protection Policy - Data Breach Policy Social Media Policy Electronic Information & Communications Systems Pol.		
Other documents		
School Induction Policy		
Privacy Notice for Staff		
Keeping Children Safe in Ed. (DFe)		
What to do if worried about a Child Being Abused ⁷ (DFe)		

Name:	Start date:	<input checked="" type="checkbox"/> <input type="checkbox"/>
Position:	Area:	
1. Welcome to the school		
Outline of school, size and classes		
School aims and objectives		
Issue Staff Handbook		
School policies available on the 'P' drive – School Policies folder		
2. Documentation		
DBS and identification		
Health Survey and information regarding Occupational Health		
Personal details / Emergency contact		
3. Salary		
Explanation for methods and frequency of payment		
Confirm employee's bank account details		
Explanation of salary reviews, overtime, etc		
4. Pension Scheme		
Contributions and benefits (Information from Leicestershire CC)		
5. Sickness		
Procedure to be adopted if absent through accident or sickness		
Medical certificates, salary whilst absent, qualifying period, duration of sickness payment		
6. Hours of work		
School terms and school day		
Absenteeism and punctuality		
Catering arrangements		
7. Tour of premises		
Descriptions of department functions		
Parking facilities		
Eating facilities		
Notice boards / resources		
Introduction to Governors		
8. Fire / Emergency procedures		
Procedure in the event of an emergency		
Fire Procedures Policy		
Invacuation Policy		
Use of fire-fighting appliances		

		✓	✗
9. Health & Safety			
Location of all Polices relating to Health & Safety			
Identification of any specific hazard(s) in department (COSHH, etc)			
Procedure in the event of an accident			
Location of first aid boxes and first aiders			
Defect reporting			
General H&S information / forms – noticeboard in Staffroom			
All policies relating to H&S are on 'P' drive – School Policies folder			
Security – access/leaving the property			
10. Tour of school			
Location of toilets, fire points, normal and emergency exits			
Induction to immediate colleagues			
Outline of management structures			
Education and training facilities			
11. The job and its responsibilities			
The job and its responsibilities – (job description signed)			
Job specific procedures / work instructions			
Teaching & Learning Policy			
School policy on CPD, Appraisal & pay structure			
Registration system			
Probation Procedures – (Support staff only)			
12. Inspection procedures			
The need for checking the quality of one's work each day			
13. Safeguarding			
Copy of Safeguarding / Child Protection Policy			
Advise who the Designated Safeguarding Lead is and how to contact them (pictures in the foyer)			
Copy of Keeping Children Safe in Education (DFe) Part 1 (Annex A & B) issued & explained			
Copy of What to do if Worried about a Child Being Abused (DFe)			
Staff Code of Conduct (including Confidentiality)			
Safer Working Practices Information (signed as received)			
Individuals role in safeguarding in school			
Explain signs of abuse (types & signs), to include: Prevent - FGM - CSE – CCE – Contextual safeguarding – Peer on Peer – FM – HBA – Abuse linked to faith & beliefs – Sexting – Grooming – Child missing & Private Fostering			
What to do regarding disclosure, monitoring, recording passing on of information using appropriate format & forms.			

		✓	✗
13. Safeguarding (continued)			
What to do if you are concerned about a member of staff's behaviour and where to report your concerns			
Role of the Governing Body, including the Chair of Governors			
Whistleblowing Policy (Appendix to Safeguarding Policy)			
Safeguarding Board in the Information Room			
All policies relating to Safeguarding are on 'P' drive – School Policies folder			
14. Data Protection			
Copy of Social Media Policy			
Copy of Data Breach Policy			
Copy of Data Protection Policy			
Copy of Electronic Information & Communications Systems Policy			
Signed acknowledgement of receipt returned for above policies			
All policies relating to D.P are on 'P' drive – School Policies folder			
15. Consultation arrangements			
Grievance and disciplinary procedures (Policies on 'P' drive)			
Explanation of holiday system			
Union and consultation			
16. Other issues			
Access cards / keys			
Laptop (including network login ID and password, DSE guidance)			
Invacuation Policy			

Induction by	Name:	Signed:
Staff member	Name:	Signed:
Date		