



MARYLAND PRIMARY SCHOOL and CHILDREN'S CENTRE

Safer Recruitment Protocol

All staff are committed to children's wellbeing at Maryland School so senior staff who recruit must follow safer recruitment procedures to safeguard and promote our pupils' welfare.

SLT	All our SLT will be trained and accredited in Safer Recruitment, and retrained every 3 years by an accredited trainer. HT trained 2016, DHT, 2015, AHT, D.L 2016, AB- 2015, OS – 2015. Link governor (A.G) 2016
Governors	At least one governor on any interview panel (from Personnel Subcommittee) will be trained in Safer Recruitment by the LA. (3 trained 2016)
Advertising	<i>Allow 10-12 weeks for the whole recruitment process. The advert must include <u>"The schools in this authority have a commitment for safeguarding their children"</u></i> <i>The successful candidate will be required to have a full DBS check.</i> Please contact the school for a job description and an application pack. If shortlisted, references will be sent for before interview. Candidates must bring photo identification with them to the interview and prove their right to work in UK. Include any other info in pack about our safeguarding practices.
Application forms	Must be fully completed and signed , if not do not shortlist. All 'gaps' in employment should be accounted for. Do NOT accept CVs. Destroy unsuccessful application forms after 3 months.
References	Verbal references must be followed up by a written one. If from an agency, employer or institution it should be on a letter head or be stamped with company stamp. Obtain prior to the interview – not after . A character reference can be taken from someone of standing in the community, for posts such as Lunchtime supervisor. Send the reference template in the pack which asks the right questions. Second reference waiver can be decided by the HT in extreme circumstances. HR must be sent a waiver letter with application form. Students should have suitable tutor referee. One referee must be last employer. Employment dates must match application form.
Shortlisting	Use personal spec or criteria selection form to shortlisting to match up the candidate to the requirements of the post. Check for gaps! Disclosures (attached in brown envelopes) to application forms cannot be opened until the person has been shortlisted. Chase it up with the CRB check. Monitor gender and ethnicity for equal opportunities on selection form. Check qualifications and professional registration.
Interview	Check ID documents, DBS, prohibition order. Discuss contents of brown envelope with candidate (criminal record). Use more than one selection tool, e.g. role play/scenario, test, in-tray exercise, observation. Discuss 'gaps' on form, and any convictions. Not all convictions relevant. Say you may need to ask supplementary questions. Design some 'probing' questions before the interview and decide on what you would like to hear. Never interview on your own. Interviewees must be SR trained.
Pre-appointment checks	Offer job conditionally – if found candidate lied on signed form, withdraw the offer. Use more than 2 checks for ID if possible, passport, birth certificate . The new driver's licence are not meant for photocopying so will come up with the word 'FAKE' on the copy. Put a note in candidates file that you have seen the original. All documents must be original and authorised as a copy. Sick record taken into account whether to appoint – can no longer ask about attendance according to union.
DBS	DBS is 'just a piece of paper which is out of date on the day it is written' so schools must keep a <u>culture of vigilance</u> . DBS will bring up name changes and investigations, not just convictions. From July 2010 the ISA (Independent Safeguarding Authority) took over vetting, barring and DBS for all new staff. Governors must have a DBS. School should have a single central record (Ofsted will check) on SIMs to include staff and volunteers. Staff moving in between Newham schools only need one DBS.
Volunteers	See separate Protocol. – need DBS preferably but are never left working alone with children anywhere on the premises.
Agency workers	We only use accredited supply agencies (Bond & Protocol). The DBS of supply staff are sent to us prior to the teacher working here.