



West Kirby Grammar 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. West Kirby Grammar 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 recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006, The Independent Schools Standards Regulations 2009 (Standards 4, 4A, 4B, 4C), and the Safeguarding Vulnerable Groups Act 2006 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

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The objectives of this policy are to operate our procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at West Kirby Grammar School.

ROLES AND RESPONSIBILITIES

It is the responsibility of the Governing Body to:

- Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with guidance and legal requirements.
- Monitor the school's compliance with them.

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.

In accordance with the School Staffing Regulations, the Governing Body has delegated responsibility to the Headteacher to lead in all appointments. School Governors may be involved in staff appointments but the final decision will rest with the Headteacher.



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RECRUITMENT AND VETTING CHECKS

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.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

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 (formerly known as CRB)

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.

Overseas checks

All new appointments, where persons have lived outside the UK, are subject to additional checks as deemed necessary.



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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.

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