



Whinney Banks Primary School

Recruitment and Selection **Policy Statement and Procedures** **reviewed November 2016**

Whinney Banks Primary School believes the promotion and safeguarding of children's welfare to be a central aspect of the service we provide to the community.

The following guidelines and practices have been developed in response to the DFES "Safeguarding Children and Safer Recruitment in Education," especially Chapter 3. It also takes account of the guidance provided by the Middlesbrough HR and the DFES Recruitment and Selection Checklist.

These documents provide recommendations and guidance in order that schools and other education establishments can adopt recruitment and selection procedures, and other Human Resources management processes, that help to deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them.

The guidance is in support of the on-line training of HTs introduced following Sir Michael Richard's recommendation, following his enquiry into the Soham murders, that Head Teachers and School Governors should receive training to ensure that the process of appointing staff reflects the importance of safeguarding children.

The HT, Chair and Vice Chair of governors are certified as having completed the DCSF Safer recruitment training.

Recruitment & Short listing

Job adverts and / or circulated information will contain a clear statement: The school is committed to promoting and safeguarding the welfare of all children and has a thorough and regularly monitored Child Protection Policy. The school will seek references for short listed applicants and will ask referees specifically for information on the applicant's suitability to work with young children. Applicants will be asked about promoting and safeguarding children's welfare as part of the interview process and must have a clear Enhanced CRB criminal record check.

Circulated information will also make clear that any appointment is subject to proof of ID and qualifications, eligibility to work in the UK and satisfactory pre-employment medical questionnaire.

Circulated information will also include both a Job Description (covering job title, grade and salary range, key responsibilities etc.) and Person Specification (covering Essential and Desirable criteria against qualifications, training & experience, personal characteristics, skills and knowledge & understanding). Both documents

will make reference to the requirement to be committed to promoting and safeguarding the welfare of all children.

An information pack providing further background information on the school, the post and the interview procedures will also be available for all posts.

Incomplete application forms or those containing gaps in information may be returned for completion before they can be considered and such omissions may be explored further at interview.

Standard local authority applications form will always be used.

Open references will not be accepted.

Two references at least will be sought for every short listed applicant, using the Educ Dept standard reference pro-forma.

Interviews:

Interviews will be conducted by at least two members of staff, at least one of whom will be the HT who has completed training in Safer Recruitment Practices.

In addition to assessing and evaluating the applicant's suitability for the post against the criteria set out in the Person Specification, the interview panel will explore:

- the candidate's attitude toward children and young people
- their ability to support the establishment's agenda for safeguarding and promoting children's welfare
- ANY gaps in candidate's employment history
- concerns or discrepancies arising from the interview

Key causes for concern which require further exploration would include the candidate demonstrating:

Re. Potential for sexual abuse

- attitudes which attribute adult experience and knowledge to children, especially sexual knowledge or behaviour
- disproportionate amount of extra-curricular time spent in activities involving children
- personal life/work imbalance, including paucity of adult relationships/leisure pursuits
- attitudes which appear to underestimate the incidence and impact of sexual abuse
- an inability to recognise or respect boundaries around physical contact an inability to appreciate or describe the appropriate boundaries of a professional

relationship with children or to distinguish between appropriate and inappropriate behaviour

Re. Potential for physical abuse

- A lack of ability to manage conflict, or to cope with challenging behaviour
- Inability to recognise or respect boundaries around physical contact, e.g. when physical intervention is appropriate and reasonable to restrain or control a pupil, and what kind and degree of intervention might be acceptable in different circumstances
- A worldview in which physical violence is an acceptable solution to problems or disputes
- An inflexible authoritarian approach to classroom discipline, or an unrealistic reliance on children's reasonableness
- Poor classroom management and an inability to exercise appropriate control and discipline

Appointments will always be made subject to satisfactory:

- CRB
- Eligibility to work in the UK
- Medical fitness
- Confirmation of identity and qualifications
- Satisfactory references

Recruitment and Selection Checklist

The DCSF document contains a suggested R&S checklist for use when making appointments. This will inform the appointments process.

Key policies to be covered during induction include:

- Induction policy
- Behaviour and anti-bullying Policy and guidelines
- Child Protection Policy Anti-racism policy
- Physical restraint policy
- Internet Safety policy & Acceptable Use policy
- Whistle blowing policy
- Performance management (regular observation)
- Code of conduct

Key documents available:

- Model job descriptions and person specifications – will all highlight the responsibility for promoting and safeguarding the welfare of children in the school.
- Information about the school
- Proforma for references

- Application forms
- Draft letter inviting candidate for interview