



Whitley Abbey Primary School

**Safer Recruitment Policy**

**Reviewed March 2017**

**To be reviewed March 2019**

## **SAFER RECRUITMENT PROCESSES AND PROCEDURES.**

The following outlines the procedures and actions to be undertaken when making an appointment to the staff of Whitley Abbey Primary School.

### **PRE- INTERVIEW**

A timetable for the process should be decided setting all the required dates e.g. short listing, interviews etc.

Applicants pack prepared which will contain:- Full job descriptions and person specifications will be issued to all applicants – these will be reviewed and updated regularly.

The Application form will be the standard Local authority form which seeks all relevant information.

Information on the school which will include a clear statement on the schools commitment to safeguarding children.

### **Advertising**

Advertising the post – this will contain a reference to the safeguarding policy ie. The school has a commitment to safeguarding and promoting the welfare of children and the successful applicant will need to have an enhanced DBS check undertaken.

### **Receipt of applications**

Applications forms will be scrutinised to identify any discrepancies / anomalies / gaps in employment and to see that applicants meet the person specification criteria. These will be noted and further work undertaken if the candidate is considered for short listing.

### **Short list prepared**

Short listing will always be an activity undertaken by at least two people. At this point any concerns around application forms will be shared. Staff who carry out the shortlisting process will also be included on the interview panel.

### **Seeking References**

These will always be sought directly from the referee and in writing prior to interview. Specific questions relevant to the post will be included for comment by the referee. A specific question on the applicant's background in relation to safeguarding included.

A statement about liability of accuracy will be included.

### **Receipt of references**

They will be checked against application forms  
Any issues raised noted and taken up with applicant at interview.

### Invitation to interview

This paperwork would include all relevant information and instructions along with a Self-Disclosure form for completion by candidate to be provided prior to interview.

### Interview Arrangements

There will always be at least two people interviewing of which one will have successfully completed the Safer Recruitment Training. (A list of qualified interviewers is held by the Head Teacher). Interview panel will always include those involved with the interview shortlisting process.

Panel members will have the authority to appoint.

They will have met to agree questions / assessment criteria / standards prior to the interview.

They will have discussed any issues arising from the application forms and references and the approach they intend to take to deal with them.

If all references have not been received then offers of appointment will only be made conditionally and also subject to a successful DBS clearance.

### Post Interview

Following the interview:-

- Completion of relevant HR paperwork
- Identity and qualifications of successful candidate checked (original documents) – copies taken and kept on file.
- Completion of application for DBS disclosure.

Conditional offer of appointment is made subject to pre-appointment checks.

### Staff and Governors who have undertaken safer recruitment training:

<b>Name</b>	<b>Position</b>	<b>Training Completed/Evidence Seen</b>
<b>Julie Hall</b>	<b>Head Teacher</b>	<b>February 2017</b>
<b>Amy McGrory</b>	<b>Chair of Governors</b>	<b>Nov 2013</b>
<b>Marie McGrath</b>	<b>Finance and Resources Manager</b>	<b>October 2016</b>
<b>Di Phythian</b>	<b>Deputy Head Teacher</b>	<b>October 2016</b>

## APPENDIX

Sample reference request.

### REFERENCE REQUEST FORM

This reference request form is a strictly confidential document used by Whitley Abbey Primary when assessing an applicant's suitability for a position.

Please answer all questions to the best of your ability.

Any comments you care to make would be most appreciated.

#### Applicant Information

Name	
Current Job Title	
Start Date	
End Date	
Current Salary	
In what capacity do you know the applicant and for how long have you known them	

#### Values & Behaviours

The following outlines values and behaviours expected of our employees. Please select the best corresponding box and where possible give reasons and/or specific examples.

	Excellent	Good	Average	Poor	Unable to Comment
Academic Aptitude/Capability (if applicable)					

Reason/Specific Example(s)

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	Excellent	Good	Average	Poor	Unable to Comment
Leadership Initiative (if applicable)					

Reason/Specific Example(s)

	Excellent	Good	Average	Poor	Unable to Comment
Teamwork Ethics					

Reason/Specific Example(s)

	Excellent	Good	Average	Poor	Unable to Comment
Personal Development					

Reason/Specific Example(s)

### **General Assessment**

What is your assessment of: (please place an 'X' in the suitable box as appropriate)

	Excellent	Good	Satisfactory	Poor
Attendance				
Time Keeping				
Reliability				
Honesty				
Quality of Work				
Communication Skills				
Intellectual Skills				
Relationship with Colleagues				
Meeting Deadlines				
Coping with Stress				
IT Skills				

As part of the School's commitment to safeguarding and promoting the welfare of our pupils, I also need to ask you the following questions. If they do not apply to your knowledge of the applicant please write N/A in the box next to the question and if you need to speak to us in person please contact the Head Teacher.

### **Additional Information**

Is the applicant subject to any current disciplinary proceedings? YES / NO

If Yes, please provide details

Has the applicant been subject to any disciplinary offences relating to children, including any for which the penalty is time expired? YES / NO

If Yes, please provide details

Has the applicant been subject to any allegations or concerns related to the safety and welfare of children? YES / NO

If Yes, please provide details

Are you satisfied that the applicant is suitable to work with children? YES / NO

If No, please specify concerns and reasons

What is their reason for leaving? (if appropriate)

Would you re-employ the applicant? YES / NO

Additional Comments (please refer to applicant's performance history/conduct, specific concerns that are held in regard to the applicant's suitability for this post and to work with children and details on behaviour management expertise)

Respondent Signature: \_\_\_\_\_ Respondent Job Title: \_\_\_\_\_

Respondent Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Organisation: \_\_\_\_\_

***In providing a reference you have a responsibility to ensure that the information given is accurate and does not contain any material misstatement or omission. Relevant factual content of this reference may be discussed with the applicant.***

***Thank you for completing this reference it is much appreciated.***

**Please return completed form to:**

Finance & Resources Manager  
Whitley Abbey Primary School  
Ashington Grove  
Coventry CV3 4DE

admin@whitleyabbey-pri.coventry.sch.uk

Sample Advert

Clerical Assistant  
Grade: GR03

25 hours per week term time only  
Pro-rata

Governors are looking to appoint someone with a good sense of humour to join a very lively admin team in this very busy office.

Candidates should have a sound clerical background and knowledge of Microsoft Word.

A knowledge of the SIMS system would be an advantage but not essential as full training will be given.

The successful candidate will work Monday-Friday but hours are negotiable.

The school is committed to and encourages staff development.

Candidates who are short-listed will be invited to visit the school prior to interview.

This post involves working closely with children and the successful candidate will require an enhanced DBS check.

Application forms and further details obtainable and returnable to the Finance & Resource Manager at the school.

Closing Date:

Visiting Date:

Interview Date:

Sample Person Specification.

**CLERICAL ASSISTANT**

Attributes	Job Requirements
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• An understanding of general office procedures.</li> <li>• Able to use Microsoft Word</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• To have competency skills in numeracy and literacy</li> <li>• To work with guidance but with limited supervision.</li> <li>• Be willing to attend courses.</li> <li>• Able to assist teaching staff in the preparation of worksheets/booklets etc.</li> <li>• Able to promote children’s participation through consultation.</li> <li>• Organisational abilities</li> <li>• An understanding of cash reconciliations and banking procedures.</li> <li>• An understanding of confidentiality/data protection</li> <li>• Able to handle sensitive issues.</li> <li>• To work within deadlines set by the DfEE/LEA.</li> <li>• To be able to prioritise the workload and be flexible enough to undertake any urgent priorities that arise.</li> </ul>
<b>Educational Achievements</b>	<ul style="list-style-type: none"> <li>• No formal qualification but a solid clerical background is necessary.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous clerical/financial background would be an advantage.</li> </ul>

**The school considers Child Protection to be a key aspect of its training and appointment procedures. All staff will be checked prior to appointment and awareness training will be an ongoing element of CPD**

Sample Job Description

Job descriptions for all posts are currently held on file. They are regularly reviewed for staff and always reviewed prior to any post being advertised. Copies are available for inspection by governors.