



## **Humshaugh C of E (Aided) First School**

### **Safer Recruitment Policy**

<b>Date Agreed</b>	<b>September 2022</b>
<b>Date to be reviewed</b>	<b>September 2025</b>
<b>Signed</b>	<b><i>J.L.Long</i></b>

Safer recruitment is an important part of safeguarding children. This policy outlines the steps we can take to try to ensure that the people who are employed by Humshaugh First School are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

#### **Purpose**

The aims of safer recruitment are:

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;
- Develop partnership working.

Having a safe culture is a key part of safeguarding - we do this by:

- Having effective recruitment including the undertaking of full pre-employment checks e.g. DBS, evidence of identity, evidence of eligibility to work in the UK (if appropriate), two satisfactory references, proof of qualifications (if necessary for the post), job application form and health statement. Furthermore, recruitment documents and job descriptions include the school's policy on safeguarding children "This authority is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment", with job descriptions making clear how much responsibility for safeguarding and promoting the welfare of children is involved for each particular post;

- Having effective induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding;
- Having open and transparent practice;
- Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind - Consultation • Governors, Union Representatives, Staff Relationship to other policies • Staff Induction
- Child Protection Relationship to standard operating procedures
- Recruitment Procedures Role Responsibility Governors

- Establish this policy
- Monitor and review the effectiveness of this policy
- Be familiar with DCSF guidance on Safer Recruitment

### **Headteacher**

- Ensure structures are in place to support the effective implementation of this policy
- Consult on this policy
- To complete online Safer Recruitment Training Interview Panels
- To ensure child protection is central to the interview process

### **Office Manager**

- To develop and maintain school's recruitment procedures
- To ensure vetting and checking processes are in place and followed

All staff to follow child protection policies and procedures arrangements for monitoring and evaluation

- Office Manager to cross-references "Single Central Record of Recruitment and Vetting Checks" with staff salary list and volunteer list
- Governors' Staffing Committee review vetting and checking processes