

### **Safer Recruitment Policy**

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicant to vacancies;
- deter prospective applicant who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children or young people.

### **Statutory Requirements**

There are some statutory requirements for the appointment of some staff in schools – notably Head Teachers and Deputy Head Teachers. These requirements change from time to time and must be met.

### **Identification of Recruiters**

At least one recruiter will have successfully received accredited training in safe recruitment procedures.

### **Inviting Applications**

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

*“Sheringham Nursery School and Children’s Centre is committed to safeguarding children and young people. All post holders are subject to pre-employment checks including an enhanced Disclosure and Barring Service (DBS) disclosure”*

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s child protection policy;
- the school’s recruitment policy (this document);
- the selection procedure for the post;
- an application form.

All prospective applicants must complete, in full, an application form.

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### **Short-listing and References**

Short-listing of candidates will be against the person specification for the post. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.

Referees will always be asked specific questions about:

- The candidate's suitability for working with children and young people;
- Any disciplinary warnings, including time-expired warning, that relate to the safeguarding of children;
- The candidate's suitability for this post.

### **The selection Process**

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.

Interviews will always be face to face.

Candidates will always be required:

- To explain satisfactorily any gaps in employment;
- To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- To declare any information that is likely to appear on a CRB disclosure;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **Employment Checks**

All successful applicants are required:

- To provide proof of identity;
- To complete a CRB disclosure application and receive satisfactory clearance;
- To provide actual certificates of qualifications;
- To provide proof of eligibility to live and work in the UK.

## **Induction**

All staff who are new to Sheringham Nursery School and Children's Centre will receive induction training that will include the school's safeguarding policies and guidance on safe working practices.

Regular weekly meetings will be held during the first month of employment between the new employee(s) and the appropriate manager(s).

## **Safer Recruitment**

- All interview panels will have at least one person qualified in safer recruitment practices as set out by the NCSL training.
- The school will obtain an enhanced DBS Disclosure, which includes a Protection Of Children Act list/List 99 check, in respect of all people who work directly with children or who are likely to have unsupervised access to them.
- The school will allow only people who have undergone an enhanced DBS check to have unsupervised contact with children on the premises.
- The School will keep records to demonstrate to Ofsted that the checks have been done, including the number and date of issue of the enhanced DBS Disclosure.
- In addition all staff recruited will be required to provide two references, confirmation of ID and qualifications. Staff files will be regularly reviewed to ensure compliance with safer recruitment standards.
- The school will have effective systems in place to ensure that practitioners and others likely to have unsupervised access to the children (including those living or working on the premises) are suitable to do so.
- Sheringham Nursery School and Children's Centre will work to government legislation and statutory guidance, which is based on the Department for Education's *Safeguarding children and safer recruitment in education*