Sketty Primary School

Safer Recruitment Policy

September 2025

Article 6: Every child has the right to be alive. Governments must make sure that children survive and develop in the best possible way.

Erthygl 6: Mae gan bob plentyn hawl i fyw. Dylai llywodraethau ofalu fod plant yn goroesi ac yn datblygu'n iach.

Safer Recruitment

We have a major duty to ensure safe recruitment of school personnel and volunteer helpers to this school as we are committed to safeguarding and promoting the welfare of all children. By creating a culture of safe recruitment that involves undertaking criminal record checks (DBS checks), barred list checks and prohibition checks plus obtaining references and other interview information for all prospective employees, we believe that this will help prevent, reject or identify those people who might abuse children.

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis known as regulated activity and as part of the process of safe recruitment all prospective employees will need to have an enhanced DBS check with barred list information.

Under no circumstances will we allow any individual to carry out any form of regulated activity if it comes to our attention that they have been barred.

Also, we are aware that we have 'a legal duty to refer to the DBS and EWC anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.'

We have a duty to ensure that all volunteers in regulated activity must have an enhanced DBS certificate with barred list check. We will not allow any volunteer to work unsupervised with children or work in regulated activity without the necessary checks.

We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability.

We will take no account of an applicant’s membership or non-membership of a trade union.

Existing employees, employees on fixed or temporary contracts will be invited to apply.

We intend to identify, deter and reject prospective applicants who are unsuitable to work with children.

We believe our recruitment and selection process is systematic, efficient, effective and equal.

We wish to work closely with the Pupil Voice Groups and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To ensure compliance with all current guidance and legal requirements.
- To ensure the practice of safe recruitment of school personnel and volunteer helpers.
- To ensure that a fair and legal recruitment procedure is in place.
- To work with other schools to share good practice in order to improve this policy.

Role of the Governing Body

- The responsibility of ensuring that the safe recruitment process complies with all current guidance and legal requirements.
- Delegated certain powers and responsibilities to the Head Teacher to oversee compliance with current guidance and legal requirements.
- Delegated powers and responsibilities to the Head Teacher to ensure all school personnel and visitors to the school are aware of and comply with this policy.
- Responsibility for ensuring that the school complies with all equalities legislation.
- Chair of Governors to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents, which are a breach of this policy.
- Responsibility for ensuring funding is in place to support this policy.
- Responsibility for ensuring this policy and all policies are maintained and updated regularly.

- Responsibility for ensuring all policies are made available to parents.
- Chair of Governors to visit the school regularly, to liaise with the Head Teacher and report to the Governing Body.
- Responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Head Teacher

- Promote the safeguarding and welfare of children
- Ensure the school operates safe recruitment procedures.
- Organise safe recruitment training for school personnel involved in recruitment.
- All appointment panels to include one person who has successfully passed safe recruitment training.
- Ensure all appropriate pre-employment checks are completed on school personnel and volunteer helpers.
- Ensure contractors and agencies comply with this policy
- Undertake appointments of school personnel and volunteer helpers other than appointments to the leadership group.
- Ensure all school personnel, pupils and parents are aware of and comply with this policy.
- Provide leadership and vision in respect of equality.
- Provide guidance, support and training to all staff.
- Monitor the effectiveness of this policy.

Safe Recruitment Procedure

When a post becomes vacant or is created then the following procedure takes place:

Job and Person Specification

For every vacancy, a job and person specification will be written and approved by the Chair of Governors.

Job advertisement

All posts will be advertised internally and externally in order to attract a wide field of candidates as possible.

The vacancy may be advertised in the following ways:

- Internally
- CCofS Intranet
- Local press
- National press

All advertisements for posts will state that the school is committed to safeguarding children and young people and all post holders are subject to a satisfactory Disclosure and barring Service (DBS) disclosure (with a Barred List check). We welcome any member/s of the present staff to apply.

School and Job Information Pack

All interested applicants will be provided with an application form, job description and person specification, school handbook, the most recent inspection report, and copies of the Safeguarding and Safe Recruitment Policies. All applications will be acknowledged within two weeks.

Short-Listing and References

- Short listing will be undertaken by the appropriate sub-committee if required.
- All applications will be looked at.
- Applicants will be short listed for the post if they suit the job description and person specification.
- Immediately after short-listing references will be sent for those candidates short listed.
- All referees will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, or any details of allegations/concerns/bad behaviour relating to the safety and welfare of children.
- All references will be checked for consistent information.
- The candidate will be asked to clarify any highlighted discrepancies.
- The clerk to the governors will inform those shortlisted immediately after the short-listing process has taken place.
- Shortlisted candidates will be sent:

- Detailed documentation of the interview process
- Directions to the place of interview
- Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.

In addition, they will be informed if they will have to undertake skill tests as part of the interview.

All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.

The Interview

- On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
- The interview process will be determined by the role and job advertised.
- Support Staff will receive an interview with the SLT and a representative from the Governing Body if required.
- The Class Teacher interview process will consist of a lesson observation, meeting with Pupil Voice Groups and a professional interview with the Appointments Committee, including the SLT in an advisory capacity.
- All Senior Leader roles will consist of higher level interview process and will consist of a lesson observation, workbook scrutiny, informal meetings with the Governing Body and representatives from the Local Authority where appropriate, meeting with Pupil Voice Groups, a professional interview with the Appointments Committee, including the SLT in an advisory capacity, followed by a presentation on a theme related to the post.
- All candidates will be assessed for their suitability to the post and their capability to safeguard and protect the welfare of children and young people.

Job Offer

- The appropriate team or sub-committee will interview those shortlisted and will identify a suitable candidate.
- A job offer will be made subject to the following Pre-Employment Checks for the Successful Candidate.

Pre-Employment Checks for the Successful Candidate

Before taking up the post the following checks will be undertaken on the successful candidate:

- References (2)
- Proof of identity with current photographic ID and proof of address.
- Provision of a Disclosure and Barring Service (DBS) disclosure (with a Barred List check) where the person will be engaging in regulated activity.
- Proof that a candidate for a teaching vacancy is not subject to a prohibition order.
- A barred list check if a DBS certificate is not available before an individual begins regulated activity.
- Mental and physical fitness from Occupational Health.
- Proof of qualifications.
- Proof of a right to work in the UK.

- Employment history references.

An appointment will not be confirmed until receipt of all of the above.

Terms and Conditions of Employment

The successful candidate will be sent:

- A letter offering them the job
- A statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

Internal Promotions

If the successful candidate is a present member of staff then they will be sent:

- A letter confirming the variation to his or her terms and conditions;
- Details of the planned induction programme;
- The start date;
- The name of the designated member of the SLT who will act as a mentor during the probationary period.

Induction

The induction programme for all newly appointed school personnel will include all school policies dealing with the safeguarding of children and young people and receive copies of the EWC Code of Professional Conduct. All employees are expected to sign a Staff School Agreement.

Probationary Period

All new employees will be subject to a satisfactory probationary period during which their progress will be monitored by their mentor.

Probation interviews will take place in their first and second term after which a recommendation will be discussed to establish whether the employment should be confirmed, extended or terminated.

Single Central Record

We will keep a single central record of recruitment and record checks of:

- All teaching staff;
- Support staff;
- Supply teachers;
- Administrative staff
- Caretakers
- Volunteer parent/carer helpers;

- Governors who work as volunteers;
- LA tutors;
- After school club leaders;
- Breakfast club leaders.

Cleaners and Catering will collate their own DBS'S and records and must make School aware of them.

The information recorded will be checks on:

- Identity check;
- Barred list check;
- Enhanced DBS check;
- Prohibition from teaching check;
- Checks on individuals living or working outside the UK;
- Professional qualifications check;
- Right to work in the UK check.

Training

All school personnel:

- Have equal chances of training, career development and promotion;
- Receive training on this policy on induction;
- Receive periodic training so that they are kept up to date with new information;
- Receive equal opportunities training on induction.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.