



Holyhead

Teach What Matters

Safer Recruitment & Selection Policy

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SAFER RECRUITMENT & SELECTION POLICY

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SAFER RECRUITMENT & SELECTION POLICY

1. Introduction

To comply with the duty to safeguard and promote the welfare of children and young people Holyhead School adopts consistent, fair and thorough recruitment and selection procedures and other human resources management processes that aim to deter, reject or identify people who might abuse children and young people and to ensure that those recruited are suitable to work with them.

These standards and guidance comply with the safer recruitment recommendations of the Bichard Inquiry 2004 and are in accordance with other national guidance and legislation on safer recruitment and selection e.g. Working Together to Safeguard Children (DCSF 2006); Sections 175 and 157 of the Education Act 2002 and Safeguarding Children and Safer Recruitment in Education (DCSF 2007); Safer Recruitment a Guide for NHS Employers (NHS 2006); Safer Care Act 2000; Safeguarding Vulnerable Groups Act 2007. Additionally, reference has been made to the Safer Recruitment Training programme produced by NCSL (National College for School Leadership), and now delivered through Birmingham LSCB.

This is general guidance and does not cover all aspects of recruitment and selection or other employment practices. It is intended to supplement and enhance Holyhead's existing recruitment processes, guidance and training and to promote the consideration of issues to do with child protection and safeguarding at every stage of the recruitment and selection process.

2. Rationale

- The welfare of children and young people is paramount
- Holyhead School should demonstrate its commitment to safeguarding and promoting the welfare of children and young people at all stages of the recruitment and selection process.
- The same safer recruitment standards should apply when appointing anyone who works in a setting where there are children and young people, i.e. not just those working directly with them, as they are likely to be perceived by children as a safe and trustworthy adult.
- The school should ensure that designated staff undertake safer recruitment training such as that offered by LSCBs' training programmes.
- The school must also have regard to: Safeguarding Children and Safer Recruitment in Education (DCSF 2006), available at www.education.gov.uk
- It is important to plan the recruitment process from the outset, so that there is enough time at each stage to enable the process to be managed fairly and thoroughly.
- Safer recruitment should be seen as part of a culture of on-going vigilance, safer working practice and supported by well-trained staff, so that adults working with children are clear about appropriate and inappropriate practice and are able to raise concerns when these arise.

3. Guidelines

Policy Statement

'Holyhead is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. All employees are subject to an enhanced DBS check.'

The policy statement above should be included in all documents and communications associated with recruiting and selecting staff, such as:

- Advertisements
- Publicity, information, websites
- Candidate information packs
- Job descriptions and Person Specifications
- Induction training
- Competency frameworks

The Recruitment Process

It is vital that the recruitment process for any role is thorough, methodical and rigorous in order to ensure that only suitable candidates are selected.

Induction And Supervision Of New Staff

Once new staff have been recruited it is important to ensure that they are given an effective induction programme in order to allow them to quickly realise their potential in their new role.

4. Additional Guidance

Recruitment Of Volunteers (Including School Governors)

In principle, the processes described above should be operated during the recruitment of volunteers to work with children and young people. However, it is recognised that the capacity and resources to support a safer recruitment and selection procedure as described above may be limited.

This does not mean that safer recruitment standards should not be applied, but rather, a common sense approach should be adopted to include as many aspects of the process as possible.

Before a volunteer starts work in the school it should be decided whether their work will be classed as a 'regulated activity'. A regulated activity is one that:

- a) Includes unsupervised activities
- b) Involves any of the following activities under supervision: teach, train, care, supervise, give advice, provide treatment or transport; or,
- c) Is considered to be 'regular', that is: once a week or more, or intensively (4 or more occasions in a 30 day period), or overnight; or,

- d) Involves relevant personal care: washing, dressing or health care.

The following table demonstrates the appropriate actions to be taken in each case:

Activity	DBS check?	Other actions
Unsupervised work, or any form of relevant personal care [(a) or (b)]	Enhanced DBS check for regulated activity	Clearances and references as for employees. Child protection training.
Supervised, regulated activity [(c) or (d)]	Enhanced DBS check	One reference required. Safeguarding information sheet to be given.
Unregulated activities	No check to be carried out	Volunteer form to be completed and one reference required. Safeguarding information sheet to be given.

Consideration should also be given to clarifying the parameters of the role or post, expectations of behaviour and conduct and induction and supervision arrangements.

Employment Agencies and Contractors

The principles in this policy and guidance should apply when employment agencies are taking people onto their books for work with children, or when contractors are recruiting staff who will work with children.

Should the school use any agencies to provide staff or volunteers then it should ensure that the agencies concerned use the same safer recruitment standards and apply them rigorously. **It is a legal requirement that the school should get written confirmation that all appropriate checks have been carried out and are satisfactory.**

Similarly, when using the services of contractors to provide services for children, the contract should require the contractor to adopt and implement safer recruitment processes.

Additionally, the school should monitor agencies and contractors' compliance with safer recruitment procedures.

Applicants From Overseas

Whilst DBS checks may not provide any information on applicants from overseas who have never lived in the UK, these checks will nevertheless have to be carried out to meet statutory requirements.

The school should, where possible, obtain a check of a shortlisted candidate's criminal record from the relevant authority in the country concerned. Where the country does not supply that service, the DBS provides an overseas information service, which provides employers with similar criminal record information. Further information about the overseas information service is available through the DBS.

Where a criminal record check is not possible, particular care should be taken with other required checks and references. Information and advice on international vocational, professional and academic qualifications for organisations recruiting from overseas can be accessed at www.naric.org.uk

5. Monitoring And Review

Monitoring and review of both the safer recruitment processes and induction programmes will allow for future recruitment and selection processes to be better informed and practice improved.

This policy should be reviewed every three years, or sooner if required by legislation.

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