

## **Toll Bar Primary School**

### **Safer Recruitment Policy**

Toll Bar Primary School is committed to providing the best possible care and education to its pupils, to safeguarding and promoting the welfare of children and young people.

The following checklist provides the minimum essential requirements when recruiting to all positions at Toll Bar Primary, including voluntary and unpaid positions:

- All advertisements for posts will include a statement expressing the school's commitment to safeguarding children
- At least one member of the Governing Body Staffing Sub-committee (present at shortlisting and interview) will have successfully completed the NCSL safer recruitment training.
- All shortlisted applicants will have face-to-face interviews
- Applicants will be asked specific questions at interview examining attitudes towards children, young people, or vulnerable adults (as applicable)
- There is effective scrutiny of the information provided by applicants, such as references, gaps in employment, educational history or reasons for leaving past/present employment
- Discrepancies and qualifications will be checked and followed up
- With regard to overseas staff, the same checks will be made as for all other staff, but should additionally include a certificate of good conduct from their home police force or embassy, as well as from other countries where they have worked. CRB disclosures do not detail offences committed abroad.
- Applicants will receive an induction and appropriate training in Child Protection issues and will be asked to sign to confirm their receipt of the CP Policy
- Applicants' attitudes and behaviour will be continually monitored post-appointment.
- Following the offer and acceptance of employment, employees will not commence working until full clearances have been received and checked by the employer, other than in exceptional circumstances ie that a delayed start date would affect the health, safety and well-being of children in the school. In these circumstances the school will ensure that the employee does not have unsupervised access to children until all checks have been completed. This relates not only to CRB clearance, but also to qualification checks, List 99 checks, medical clearance, verification of entitlement to work in the UK (Asylum & Immigration Act) and receipt of satisfactory references. This also applies to internal appointments, in that staff should not transfer to a post requiring CRB clearance, until such clearance has been received.

- The following pre-employment checks will be undertaken:
  - Receipt of at least two satisfactory references
  - Verification of the candidate's identity
  - A list 99 check for teachers
  - Verification of the candidate's medical fitness
  - Verification of qualifications
  - Verification of professional status where required e.g. GTC registration, QTS status
  - the production of evidence of the right to work in the UK
  - verification of successful completion of statutory induction period (this applies to teaching posts for those obtaining QTS after 7 May 1999)

Date of Review: November 2012

Date of Next Review: November 2014

Signed:

Date: