



Shalom Noam Primary School

Safer Recruitment Policy

1. Introduction Shalom Noam Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This policy sets out the school's approach to ensuring that we recruit staff and volunteers safely, in line with statutory requirements and best practice guidance.

2. Purpose The purpose of this policy is to:

- Ensure that the school adopts a robust and consistent approach to recruitment.
- Deter, reject, or identify individuals who are unsuitable to work with children.
- Comply with relevant legislation and statutory guidance, including *Keeping Children Safe in Education* (KCSIE).

3. Scope This policy applies to the recruitment of all staff, volunteers, governors, and contractors who will work at the school in roles that involve direct or indirect contact with children.

4. Roles and Responsibilities

- **Governing Body:** Ensures the implementation and regular review of the Safer Recruitment Policy.
- **Headteacher:** Leads recruitment processes and ensures compliance with safer recruitment practices.
- **Designated Safeguarding Lead (DSL):** Provides advice on safeguarding and ensures training is up to date.
- **Recruitment Panel:** At least one panel member must have completed Safer Recruitment Training.

5. Key Principles

- **Advertising and Job Descriptions:**
 - Advertisements must include the school's commitment to safeguarding.
 - Job descriptions and person specifications must outline safeguarding responsibilities and essential criteria.

All advertisements must state the following:

*Shalom Noam Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
Appointments will be subject to satisfactory, enhanced DBS check.*

- Should we receive a sufficient number of candidates ahead of the deadline, we reserve the right to advance the closing date
- It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.
- Our child protection policy, including employment of ex-offenders, is available to read: www.shalomnoam.org
- Shortlisted candidates will be asked to complete a criminal conviction declaration
- **Application Forms:**
 - All applicants must complete a standard application form to ensure consistency and to identify gaps in employment history.
 - CVs will not be accepted in place of an application form.

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- **Shortlisting:**
 - Candidates are assessed against the person specification.
 - Anomalies or gaps in employment history are noted for discussion at the interview.
 - Online checks (including social media checks) are conducted in line with statutory guidance.
- **References:**
 - A minimum of two professional references are obtained, one of which must be from the current or most recent employer.
 - References are verified and scrutinized for consistency.

6. Interviews

- All candidates are subject to a face-to-face (or virtual, if necessary) interview to explore suitability for the role.
- Safeguarding questions are included as part of the interview process.
- Any discrepancies or concerns identified during shortlisting or references are addressed during the interview.

7. Pre-Employment Checks The school will carry out the following checks for successful candidates before employment begins:

- **Identity Verification:** Photographic identification and proof of address.
- **Right to Work in the UK:** Verification of eligibility to work in the UK.
- **Disclosure and Barring Service (DBS) Check:** An enhanced DBS check, including a barred list check where applicable.
- **Prohibition from Teaching Check:** For teaching roles, a check that the candidate is not prohibited from teaching.
- **Qualification Checks:** Verification of qualifications relevant to the role.
- **Medical Fitness:** Confirmation that the candidate is fit to work.
- **Overseas Checks:** For candidates who have lived or worked outside the UK, additional checks as required.
- **Social Media** such as facebook; Instagram; Linked in, google

8. Induction

- All new staff and volunteers receive a safeguarding induction, which includes:
 - The school's Child Protection and Safeguarding Policy.
 - The Staff Code of Conduct.
 - Reporting procedures for safeguarding concerns.
 - Role-specific safeguarding training.

9. Safer Recruitment of Volunteers


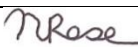
- Volunteers working unsupervised with children will undergo the same checks as employees.
- Supervised volunteers may require a risk assessment to determine the level of checks needed.

10. Single Central Record (SCR) The school maintains a Single Central Record (SCR) to log all recruitment and vetting checks carried out on staff, volunteers, and contractors.

11. Monitoring and Review This policy will be reviewed annually by the Governing Body to ensure compliance with legislation and best practices. Updates will be communicated to all staff and stakeholders.

12. Associated Policies This policy should be read in conjunction with:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Equality and Diversity Policy
- Whistleblowing Policy

Headteacher:		Date:	24 th September 2024
Chair of Governing Body:		Date:	24 th September 2024
Responsible Governor	Mr A Azoulay	Date:	24 th September 2024
Last reviewed on:	29 th September 2024	Next review due by:	Date: September 2025