

## Safer Recruitment Protocol at Laycock

| Office/ admin   | Head Teacher | SLT | Safer recruitment lead |
|---|--------------|-----|------------------------|
| <b>Actions</b>  |              |     | <b>Complete?</b>       |
| <b>Creating/ advertising new role</b>   |              |     |                        |
| Create job description with SLT, including responsibilities of safeguarding   |              |     |                        |
| Advert on TES: All applications should be via TES application forms, CV's are not acceptable<br>To include: (on headed paper)   |              |     |                        |
| <ol style="list-style-type: none"> <li>1.Job role</li> <li>2.Job description</li> <li>3.Payment range</li> <li>4.Dates for: application deadline, shortlisting, interviews, start date</li> <li>5. Safer recruitment message</li> </ol>   |              |     |                        |
| <b>Scrutinising applications &amp; shortlisting</b>   |              |     |                        |
| There MUST be two people who look at each application– note any time out of work and/ or reasons for leaving posts  |              |     |                        |
| All shortlisted applications should be saved in our <b>SLT&gt; Recruitment folder</b>   |              |     |                        |
| <b>Obtaining &amp; checking references</b>  |              |     |                        |
| References should be obtained before the interview; include specific enquiries about the applicant's background in relation to safeguarding and ensure references are given proper weight and consideration in the selection process. <b>Keeping children safe in education para 161 makes clear the benefits of seeking references on shortlisted candidates and scrutinising these prior to interview.</b> <a href="#">See page 21 for advice on references.</a>                                    |              |     |                        |
| DBS must be checked ahead of interview to inform questions during interview   |              |     |                        |
| <b>Interview invitations</b>  |              |     |                        |
| Letter/ email to successful shortlisted candidates. Letter to include:  |              |     |                        |
| <ol style="list-style-type: none"> <li>1.Job role</li> <li>2.Date, time and duration of interview</li> <li>3.Details of interview preparation (tasks, presentations, lessons, etc)</li> <li>4.Interview panel (names/photos): At least 2 members on the panel, one must be Safer Recruitment trained</li> <li>5.Safer recruitment message</li> </ol>  |              |     |                        |
| Dates, names and times in school calendar– invite all   |              |     |                        |
| <b>Interview preparation</b>  |              |     |                        |
| SLT need to agree timetable, questions and scoring system before the interview  |              |     |                        |
| <b>Interview day</b>  |              |     |                        |
| <b>Identity &amp; right to work</b> – original documents verified on day of interview <a href="https://www.gov.uk/legal-rightwork-uk">https://www.gov.uk/legal-rightwork-uk</a>   |              |     |                        |
| <b>Qualifications</b> of successful applicant verified on the day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file  |              |     |                        |
| <b>DBS certificate-</b>   |              |     |                        |
| <ol style="list-style-type: none"> <li>1.Apply for relevant level of DBS, which will be sent back to the applicant. Any concerns to DSL.</li> <li>2.Applicant should present original certificate . Any concerns to DSL.</li> <li>3.Make a note on the Single Central Record of the date it was seen by them.</li> <li>4.Any disclosed information relevant to suitability should be compared with the self-disclosure.</li> </ol>  |              |     |                        |
| For applicants who are signed up to the DBS update service, permission must be sought from the candidate to view the certificate by the recruiting manager. If it isn't at the appropriate level or the disclosure details have changed, a new DBS must be obtained.  |              |     |                        |
| At minimum, interviews should be face to face where possible and include one other activity. Interviews use probing questions into motives, attitudes and behaviours, not just skills and experience, and questions that cover safeguarding issues as well as other role-related areas.   |              |     |                        |
| If anything is evident on DBS– must be discussed during interview   |              |     |                        |
| <b>References</b> - receive and check (If not obtained and scrutinised previously) any issues are clarified with referee and/or candidate.  |              |     |                        |
| <b>Post interview</b>   |              |     |                        |
| All notes/ scoring MUST be saved in our <b>SLT&gt; Recruitment folder</b>   |              |     |                        |
| <b>Conditional offer of appointment</b> – satisfactory completion of the following pre-appointment checks and consideration of a probationary period. A letter of confirmation must be sent to the successful applicant.  |              |     |                        |
| <b>Barred list check</b> – check the candidate is not barred from taking up the post (this check should only be undertaken for those working in regulated activity, more guidance at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550197/Regulated_activity_in_relation_to_children.pdf</a> ).                                 |              |     |                        |
| <b>Health</b> – Ensure the candidate is medically fit to take up the post. This requirement can be satisfied by using a self-declaration medical form   |              |     |                        |
| <b>Employing who have lived or worked outside the UK</b> – These individuals must undergo the same checks as any other candidate, as well as further checks so that relevant events that occurred outside the UK can be considered. Further guidance on overseas criminal checks can be found here: <a href="https://www.gov.uk/government/publications/criminal-records-checks-foroverseas-applicants">https://www.gov.uk/government/publications/criminal-records-checks-foroverseas-applicants</a> |              |     |                        |
| Induction must be scheduled before the candidate starts to work for Laycock– see Induction policy   |              |     |                        |