



MOORFIELD  
SCHOOL

# SAFER RECRUITMENT OF NEW STAFF POLICY

This policy is also applicable to the EYFS



# SAFER RECRUITMENT OF NEW STAFF POLICY

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This policy outlines the procedure followed for the recruitment of new staff and volunteers. It is vital to follow the regulatory checks and procedures in order to deter, reject or identify applicants who may not be suitable to work with children. The guidance in this policy follows the recommendations set out in the documents Keeping Children Safe in Education (KCSIE) (September 2020) (Part Three: Safer Recruitment), and Working Together to Safeguard Children (2018) which must be used in conjunction with this policy by the Head for supporting information to aid the recruitment process.

The Head takes overall responsibility for the recruitment of all new staff.

The Head, Director of Music and Chair of Governors have undertaken Safer Recruitment Training. No interview for any post at Moorfield will take place without the presence of a person trained in Safer Recruitment procedures.

## STEP BY STEP PROCEDURE FOR RECRUITMENT OF NEW STAFF

1. Parents are informed by letter of the resignation of the current member of teaching and support staff and are informed about the recruitment of a new teacher.
2. The SMT decides on the best way to fill the vacancy.
3. A job description is reviewed/written.
4. The interview panel is chosen.
5. A recruitment pack is prepared to include job description, application form and covering letter from Head.
6. An advertisement is prepared always including a statement on safeguarding children.  
The Head's PA manages the enquiries and emails out application packs.
7. Prospective candidates are shown around school if they choose to visit. They are escorted at all times by the Head or PA after being signed in and provided with a lanyard.  
**Note: See Covid risk assessment with reference to visitors.**
8. When the closing date is past, all application forms for teaching posts are discussed by the SMT to create a short-list of candidates.
9. The short-listed candidates' CVs are scrutinised for discrepancies.
10. The interview for teachers at Moorfield comprises an observed lesson and a formal interview.
11. The Head's PA checks identification documentation and qualifications (if applicable). The candidate's right to work in the UK is also checked at this stage although documentation may also be checked for the successful candidate when the DBS is submitted.
12. A tour of the school can be taken before or on the interview day. A member of the SMT will do the tour.
13. For support staff there is a tour of the school and the formal/informal interview (with related tasks if applicable).
14. The formal interview will always include questions around the subject of safeguarding children. Details of experience written in the CV will be questioned.
15. Before a job is offered (subject to DBS clearance etc), references are followed up. School aim to do this before interview but, if not possible, it is done afterwards. Candidates are followed up if references raise any questions.
16. Before the job is offered or at induction, the prospective employee must sign a self-declaration form in accordance with KCSIE (2020). They must declare that they are not disqualified from working with children from EYFS up to 8 years old. All staff at Moorfield sign this declaration as everyone may have interactions with all children in school.

17. Applications for DBS checks are completed immediately on-line.
18. A Barred List check is made as part of the enhanced DBS check, particularly if the candidate takes up the post before the DBS has been received. In this case the member of staff would not work unsupervised until the clear DBS check is seen. A formal risk assessment would be put in place and reviewed every two weeks.
19. Prospective teaching candidates must be checked against the Prohibited from the Teaching Register.
20. Prospective management candidates (governors and senior management staff) will be checked against the Prohibition of Managers' Register.
21. DBS checks to cover the situations when they may be in sole charge of the pupils.
22. The Central Register of Appointments is filled in as the recruitment and induction process proceeds.
23. The 'Induction of New Staff Policy' outlines the induction procedures for all new staff to ensure that they are aware of the need to safeguard the children in the School's care and are made to feel welcome at Moorfield. This includes KCSIE (Part One) and Annex A and The Prevent Duty.

The Head must act reasonably in making decisions about the suitability of prospective employees based on checks and evidence including:

- Criminal record checks (DBS)
- Barred list checks (List 99)
- Disqualification from childcare checks
- References
- Interview information
- Medical form
- Prohibition from management

The Chair of Governors undertakes an enhanced DBS check which must be verified by the Secretary of State. Parent volunteers who help with school clubs have enhanced DBS checks to cover the situations when they may be in sole charge of the pupils.

Policy Reviewed by: The Head  
Approved by Governors September 2020  
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