

Briefcase 5 summarises some of the points in the NCSL's safer recruitment training. This document does not replace the need for senior staff to complete the training for themselves.

## **Safer Recruitment**

The following advice is taken from the NCSL's safer recruitment training.

### **Advertising**

You need to consider:

- Where to place the advert
- The audience you wish to reach
- The cost
- Timescale

All adverts should carry a statement on the school's policy towards safeguarding and the requirement for CRB checks. Adverts should be specifically focused on that role but should not include detailed job descriptions and person specifications.

It is good practice to have a recruitment policy.

The candidates information pack must highlight the school's commitment to safeguarding children. The information pack might contain:

- Job description
- Job application
- Terms and conditions
- Equal opportunities statement
- Child protection policy
- School information
- Interview procedure
- Requirements for references

### **Application form**

As applications arrive, support staff might make some basic checks including:

- Is the form fully and properly completed?
- Is the information provided consistent?
- Are there any gaps in employment?

- Are there any details regarding motivation and attitude that need clarification at interview?

## Short listing

Careful consideration should be given during short listing to the roles and responsibilities expected. The same degree of rigour should be applied during the interview process regardless of the level of contact with the child expected from the role.

The letter inviting to interview should include:

- Title of the post to be interviewed for
- Date, time and places of the interview
- Who will be interviewing and their roles within the school
- Any organizational arrangements for the day e.g. if there is a presentation or time to look around the school
- Request for candidates to bring original documents to confirm qualifications
- Request for proof of identity – either a valid passport or driving license
- Proof of current address such as current financial statement or utilities bill
- School contact to confirm attendance at the interview

## The interview

All candidates should be interviewed on the same day where possible. Candidates are required to bring documentary proof of their identity and qualifications to their interview. An original passport or driving license is essential to prove identity. Candidates also have to bring proof of their qualifications. These should also be originals. If the originals cannot be produced then written confirmation should be sought from the awarding body. Foreign language documents must be accompanied by an authorized translation.

The original documents can be photocopied on the day of the interview. These photocopies should then be endorsed and retained in the individual's personal file.

There should be a minimum of two interviewers and an observer who can act as note taker recording the candidate's responses and behaviour. Three interviewers is probably an ideal number.

Take time during the interview to check on any discrepancies or gaps in employment that aren't already explained.

During the interview you should confirm that the candidate understands the requirements for a CRB check and if they wish to declare anything in light of the requirement for a CRB check.

***Basic ground rules:***

- Be prepared and meet before the interview to agree the questions
- Have all the paper work to hand
- Be consistent across interviewees
- Stick to the agreed questions unless looking for confirmation or further detail on a point
- Make notes on responses and record impressions

***Interview questions***

A mixture of closed and open questions should be used. Avoid the use of an over complex question or jargon. Be prepared to probe and ask further questions if a candidate gives a very short answer. Avoid speaking too much yourself or leading the candidate. Avoid hypothetical questions. Ask the candidate to relate their experiences, attitudes and abilities.

***Checks on the successful candidate***

Any offer of appointment must be made conditional on the satisfactory completion of pre-employment checks. Including:

<b>Check required</b>	<b>Evidence needed</b>
Proof of identity	Original documentary evidence preferably including a photograph such as a passport or driving license
Confirmation of professional status	Registration with the GTC Qualified Teacher Status NPQH
Qualifications	Confirmation of all qualifications through the documentation brought to the interview – these should be copied and returned to the candidate
References	At least two satisfactory references should be available at the time of interview

CRB disclosure	An enhanced disclosure is required and, in future, ISA registration
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The single central record (see briefcase 6) should be updated to include confirmation of the checks carried out. Documents should be copied and/ or retained and kept on the member of staff's personal file.

Where recruiting from overseas the employer should ask the applicant for:

- Confirmation of the right to work in the UK
- Confirmation of qualifications
- A certificate of good conduct from the applicant's home police force (CRB has a fax back service providing information on the availability of criminal record information from overseas)

### **Induction**

It is advisable to have an induction policy. The induction process should aim to:

- Confirm the conduct expected of staff
- Support individuals as appropriate for the role
- Ensure that new staff understand the expectations of the school
- Provide training and information about the school's policies and procedures
- Provide an opportunity to recognize any concerns or issues about any new member of staff as early as possible

The induction policy should make safeguarding a key feature.

It is advised that staff induction should begin with the new member of staff signing the school's Code of Conduct and other key documentation. This induction discussion might also include:

- The training needs of the new member of staff
- A training timetable
- An induction training checklist
- Important policies\*
- Details of who to ask and responsibilities
- Timetables of meetings

These should include:

- Anti-bullying
- Anti-racism
- Physical intervention
- Intimate care

- Internet safety