



# **Safer Recruitment Policy**

Minor changes have been made to this policy due to KCSiE 2023 advice to consider carrying out online searches to shortlisted candidates.

**This policy was adopted by the Governing Body in February 2024.  
It is reviewed annually.**

**This policy is due for review February 2025**

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Liscard Primary School has agreed to adopt the following guidelines and procedures which are recommended by Wirral Local Authority. The key difference is that we will adopt the recommendations for the panel attendees for external and permanent appointments. However, at least two members of the Senior Leadership Team will be involved in all appointments and the whole team will complete and update Safer Recruitment training.

Liscard Primary School is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. We are a Rights Respecting School which aims to teach children about their rights and responsibilities towards others. Our philosophy is underpinned by the values and principles of the United Nation's Convention on the Rights of the Child (UNCRC). [Article 19: to ensure that children are protected from all forms of violence, abuse, neglect and mistreatment. Article 28: Every child has a right to an education. Article 29: Education must develop every child's personality, talents and abilities to the full. Article 31: Every child has the right to relax and play.]

The nominated Governor is Father Paul Elliott

## **1. Safer Recruitment Policy statement**

It is vital that the School apply recruitment and selection procedures that identify people who are unsuited to work with children.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of the children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity

This Recruitment and Selection Policy has been produced in line with the DfE guidance 'Safeguarding Children and Safer Recruitment in Education (updated 2012)' and 'Keeping children safe in education guidance' (DfE 2023). Paragraph 208 of KCSiE states that governing bodies and proprietors should ensure that those involved with the recruitment and employment of staff to work with children have received appropriate safer recruitment training, the substance of which should at a minimum cover the content of this part in Part three of this guidance. This policy aims to ensure both safe and fair recruitment and selection is conducted at all times. Safeguarding and promoting the welfare of children and young people is an integral factor in recruitment and selection and is an essential part of creating safe environments for children and young people.

It is the responsibility of the appointment panel to ensure that all the requirements of this document and relevant statutory guidance and legal requirements are applied fairly and consistently throughout the process.

## **2. Safer Recruitment and Selection procedure**

### **2.1. Constitution of the Staff Appointments Committee/Panel**

The appointment of staff is the responsibility of the Governing Body but the Education Act 2002 which includes School Staffing (England) Regulations 2009 states that the Headteacher may take the lead in making staff appointments outside the Leadership Group.

The Governing Body should, at its first meeting of the school year, nominate a Staff Appointments Committee/Panel to participate in the Recruitment and Selection process. This Committee/Panel will, by necessity, liaise closely with the School's Personnel Committee (or equivalent)

Membership - The Committee shall normally consist of the Headteacher and four named Governors, and should ideally have a mix of gender

The following membership is suggested, however, the Governing Body may vary this as it sees fit for any particular appointment.

<u>Appointment of</u>	<u>Staff Appointments Membership</u>
Headteacher or Deputy Headteacher	It is a statutory requirement for a Headteacher and Deputy Headteacher appointment that a minimum of 3 Governors (excluding the Headteacher) are involved at all stages of the process.  The Director of Children’s Services (or nominated representative) is entitled to attend all proceedings and is under a duty to offer such advice as they consider appropriate. They do not, however, have a voting right.
Assistant Headteacher	Headteacher and one or more governors from the Staff Appointments Committee/ Panel.
All teaching posts	Headteacher and one or more members of SLT
More senior support staff, e.g. Business Manager	Headteacher and one or more members of SLT
Support staff	Headteacher and one or more members of SLT

#### Withdrawal from Meetings and Pecuniary Interest

If a Committee/Panel member has a direct or indirect pecuniary interest he/she must declare the fact and take no part in discussions and withdraw from the panel. A committee member is treated as having a pecuniary interest if a relative or spouse living with him/her or is known personally to them.

A staff governor and the Headteacher (whether a Governor or not) are not considered as having a pecuniary interest any greater than that of other teachers at the school. However, if present when the appointment or promotion of himself/herself or a relative or a spouse is under consideration he/she shall take no part in the discussion and withdraw and not vote.

## **2.2 Planning**

It is important to plan any recruitment and selection process thoroughly. All panel members should be involved in the process from the start. It is **mandatory requirement for at least one person involved in the interviewing of job applicants at the school to be trained in safer recruitment techniques**. The panel should have a minimum of 2 members, but ideally 3 in order to deal with issues arising from a spilt decision.

The role of the panel is to

- Agree a timetable for recruitment process including shortlisting and interview dates
- review and/or develop the Job description
- review and/or develop the person specification
- agree the selection tools to be applied e.g. interview, observation, role play, in-tray exercise

- Agree proposed interview questions for candidates
- Agree the pack of information to be sent to the candidate (including information on the schools safeguarding policies and procedures)
- Agree the content of the advert and where the post is to be advertised (including reference to the necessity for enhanced DBS Clearance) All of the

activities listed above ***must happen prior to advertising a post***

***Please see Planning Checklist – Appendix 1***

### **Appointing Volunteers**

In the appointment of a volunteer, the school should develop a role profile clearly outlining the role and expectations of the volunteer, including specific reference to responsibilities around safeguarding children

### **2.3 Advertising a vacancy**

Normally a school may choose whether to advertise a post internally within school, on the Wirral Intranet, or externally in the press/relevant web site/via a recruitment agency. However in certain circumstances it may be appropriate to only advertise within the school E.G. where the recruitment of an external applicant may potentially lead to a redundancy.

***NB All Headteacher posts must be advertised externally unless in exceptional circumstances.***

Placing a statement in an advert that confirms the school's commitment to safeguarding is important to deter unsuitable people from applying for the job from the outset. This should include;

- the school's commitment to safeguarding and promoting the welfare of children
- A requirement for the successful applicant to hold an enhanced DBS disclosure
- information about the school's policy and practice in relation to safeguarding and promoting welfare in the information supplied to applicants. In particular, there should be an explanation that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. This means that applicants are required to disclose details of any 'protected' criminal convictions, cautions or bind-overs they may have incurred.

### **2.4 Receipt of Applications and shortlisting**

Only applications which have been submitted on the standard application form should be considered for shortlisting by the appointments panel.

***NB CV's must not be used in any appointment process.***

All application forms should be scrutinised and the criteria for selection consistently applied to confirm whether the applicant meets the minimum essential criteria stated in the person specification in consideration for shortlisting.

In addition, the panel must also identify:

- any unexplained gaps in dates relating to education /employment and voluntary work
- any sections of the form which have not been completed such as criminal selfdisclosure
- suitability of referees
- inconsistencies in information provided

Where issues have been identified, the appointments panel must decide if they are still willing to short list the candidate or explore the issues at the selection process stage.

***NB the appointments panel should not consider equality information and criminal self-disclosure forms at shortlisting stage of the appointments process. This information should be detached on receipt of the application form.***

Where there is an excessive number of applications which meet the minimum essential criteria, the appointments panel can review those applications against the desirable criteria to minimise the number of applications to be considered at selection stage.

On completion of this exercise the appointments panel should agree the applicants to be invited to the selection process.

## **2.5 Shortlisted Candidates**

Shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on GOV.UK

For example:

- if they have a criminal history
- if they are included on the children's barred list
- if they are prohibited from teaching
- if they are prohibited from taking part in the management of an independent school
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in their country of origin or where they were convicted
- if they are known to the police and children's local authority social care
- if they have been disqualified from providing childcare (see paras 263-267), and,
- any relevant overseas information.

***This information should only be requested from applicants who have been shortlisted.*** The information should not be requested in the application form to decide who should be shortlisted.

Applicants should be asked to sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at point of interview.

The purpose of a self-declaration is so that candidates will have the opportunity to share relevant information and allow this to be discussed and considered at interview before the DBS certificate is received.

## **2.5 References**

Prior to the selection process, **all references** for shortlisted candidates **should be sought**, including those of internal applicants. Consideration may be given to candidates who do not wish their employer to be contacted prior to the selection process.

References will be sought directly from the referee and, where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records should be kept of such exchanges.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and his/her reasons for leaving. If the candidate has not been employed working with children or young people then it may be appropriate to seek a reference from any voluntary roles involving interaction with children or young people.

References are the "property" of the selection panel and strict confidentiality will be observed. Employer testimonials i.e. those provided by the candidate and/or marked 'to whom it may concern' should **never** be accepted. Should a candidate provide such a reference, the school must seek advice from their HR Consultancy provider.

References must be in writing and be specific to the job for which the candidate has applied. References from relatives or people writing solely in the capacity as a friend of the candidate must not be accepted.

All reference request forms should include the statement: " I know of no reason why this candidate should not be suitable to work with children"

It is also vital to compare the information about the applicant provided by the referee with the information the applicant has given about him or herself and his or her experience and background. If the references reveal any discrepancies or inconsistencies, or any doubts or concerns about the person's suitability, the issues should be followed up and explored with the referee. This is probably best done by telephone.

References are just as important for voluntary posts as for paid employment. However, prospective volunteers might not be employed or have previous experience of working with children. Nevertheless, it is important to make background enquiries and checks on volunteers as well as on paid staff

### ***Appendix 2 – reference request form***



## 2.6 Selection Process, including interview arrangement

### 2.6.1 Interview arrangements

All shortlisted applicants should be notified of the following in writing by letter or email, or in exceptional circumstances by telephone:

- Date
- Time
- Location
- Selection tools to be used in interview
- Notification of any preparation required before interview such a presentation topic
- Requirement to bring all necessary paperwork e.g. qualifications, identification

***NB All necessary paperwork should be scrutinised by a suitable person, who can verify original documentation and photocopy to keep on file on the day of the selection process***

### 2.6.2 Selection Process

#### Value Based Interviewing (VBI)

VBI is a way of helping organisations to recruit the most suitable people to work with children. It helps employers assess the values, motives and attitudes of those who are applying for jobs. It focuses on "how" and "why" an applicant makes choices in work and seeks to explore reasons for their behaviour.

VBI is about focusing on what a person actually does by exploring real historical examples and assessing information about their character (what makes them tick, what their pressure points are).

VBI allows recruiters to extract additional information about a candidate's personality and helps predict their behaviours on the job. VBI adds real value to the recruitment process without making it too complicated:

- Reduces or eliminates "gut feeling"
- Distinct focus on personality
- Provides more information to base decisions upon
- Increases confidence in decision making in recruitment ☑ Enhances and mirrors information from other selection stages.
- Explores organisational values and team fit.
- Sets out safeguarding expectations for applicants.

### 2.6.3 Interviews

At a minimum, the selection process should involve a face-to-face interview and where appropriate another tool (role play, presentation, teaching a lesson, participating in activities with children under observation etc).

The interview will assess the merits of each candidate against the job requirements, and explore their suitability to work with children and young people. The selection process for

people who will work with children and young people should always include a face-to-face interview even if there is only one candidate.

At interview, 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.

Examples of selection tools that could be used alongside interviews are:

- Role plays.
- Presentations.
- Group exercises.
- Written exercises.
- Aptitude/ability tests.
- Personality questionnaires.
- Job trials.

**Online safety checks** of short listed candidates should be considered (KCSiE 2022).

Candidates are informed and advised to ensure that all their privacy settings on social media accounts are correct and effective.

## 2.7 Conditional Offer of appointment

### **Pre-Appointment Checks:**

An offer to a successful candidate, including one who has lived or worked abroad, will be **conditional** upon satisfactory completion of pre-employment checks:

**Identity:** importance of verifying the successful applicant's identity by reference to original documents. Candidates invited to interview should be asked to bring with them the necessary documents to verify their identity that will satisfy the requirements of the DBS in respect of the application for a disclosure - current photo ID (originals) and proof of address (originals).

**DBS barred list:** under the Protection of Freedoms Act 2012 schools have a legal duty to check that any person being appointed to work in regulated activity\* is NOT barred from working with children or young people.

**DBS certificate:** the successful applicant should be asked to complete an application for a DBS certificate at the appropriate level and produce the required supporting documentation straight away. Everybody employed to work in a school is required by law to undertake an enhanced disclosure.

**Qualifications:** the successful applicant should be required to provide **original** certificates or diplomas for all the academic, vocational or professional qualifications, as appropriate eg. GTC registration, QTS status (unless properly exempted), NPQH.

**Status:** it is a requirement for some posts that the applicant is licensed or registered with a professional body. For example, in order to be employed as a teacher in a maintained school, a person must usually have been awarded qualified teacher status and be registered with the relevant general teaching council.

**Prohibition** All teachers must be checked against the prohibition list and interim prohibition list before commencing in post. Schools can check these lists via the Employer Access Online Service.

**Disqualification under the Childcare Regulations 2009** – the DfE issued new guidance for schools (27/02/15). The Regulations apply to anyone working in childcare a) with under 5s or b) in wrap-around care where there are children under 8. It does **not** apply to office staff or cleaners. Employees should be asked to confirm that they are not disqualified from childcare. They should also be informed that they must declare if they know that someone in their household is disqualified.

**Eligibility to work in the UK:** Verify the employee's right to work in the UK. Make any further checks considered appropriate, if the candidate has lived or worked outside the UK. From 01/01/2021 Safeguarding checks for teachers from overseas:

<https://www.gov.uk/guidance/recruit-teachers-fromoverseas#safeguarding-checks-for-teachers-from-overseas>

**Health and sickness absence record:** As a result of the Equality Act 2010, it is unlawful to ask about sickness records in references for most types of employment (including school based roles).

Finally, the appointment should be made conditional on the person satisfactorily completing a probationary period. Exceptions are teachers who have successfully completed their statutory induction period as a newly qualified teacher and who cannot be required to complete a further period of probation.

**Pre-employment medical screening:** to establish that the candidate is fit for employment.

\*Advice can be sought from the Local Authority's Schools' HR Consultancy Team if a DBS Disclosure reveals any criminal offence(s) or information that a candidate has not disclosed during the selection process.

*Appendix 3 – Decision Form*

All checks will be:

- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations);

- Recorded on the school's single central register
- Followed up where checks are unsatisfactory or there are discrepancies in the information provided.

### **3. Post appointment Induction**

There is an induction programme for all staff newly appointed to the school, regardless of previous experience.

The induction programme covers all relevant matters of school policy including safeguarding and promoting the welfare of children, child protection procedures, whistle blowing and guidance on safe working practices.

## **4. Other Recruitment and Selection Requirement**

### **4.1 Single central record**

Recruitment and selection information for the successful candidate must be retained securely and confidentially for the duration of his/her employment with the school, including:

- Application form – signed by the applicant
- Interview notes – including explanation of any gaps in the employment history
- references – minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher
- Prohibition checks
- Offer of employment letter and signed contract of employment.

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.

### **4.2 Recruitment of Supply and agency staff**

Where supply staff are employed directly by the school, all relevant checks as for other employed staff must be carried out. This will be recorded on the single central register.

Before taking on a member of supply staff provided by a supply agency, the school should obtain written confirmation from the agency that the appropriate checks have been undertaken by the agency.

In relation to DBS Disclosures, the written notification from the agency must confirm that relevant DBS Disclosures have been requested for that individual, whether or not the Disclosure has been received, and if received, whether it included any disclosed information. The school should record the confirmation of relevant checks from the supply agency on the single central record

### 4.3 Volunteers

We recognise that many parents and other volunteers help regularly in school and in so doing, provide much needed and valuable support.

All volunteers that come into close contact or regular contact with children will be asked to complete a Criminal Records Bureau (DBS) Enhanced Disclosure Form.

The Headteacher will consider the suitability of the person volunteering. Should a volunteer not be known to the school community then the Headteacher will make a risk assessment and will seek references.

Under **no circumstances** should volunteers be allowed to work unsupervised with children until a satisfactory DBS Enhanced Disclosure has been obtained.

### 4.4 Governors

Members of the Governing Body will be recruited as directed by DfE Guidance and will need to obtain a DBS Enhanced Disclosure Check and Section 128 Clearance.

### 4.5 Students on placement

When volunteers are working in school as part of a recognised training course (such as PGCE, NVQ etc.), references and completion of an application form will not be required. However, there must be proof of DBS enhanced clearance with barred list check and identity checks.

### 4.6 Students on work experience

Students on work experience must always be supervised.

### 4.7 Contractors

Contractors, or any employee of the contractor, working at the school must have been subject to the appropriate level of DBS check, if any such check is required. Contractors and contractors' employees for whom an appropriate DBS check has not been undertaken **must** be supervised if they will have contact with children. The identity of contractors and their staff must be checked on arrival at the school.



#### Planning Checklist

Pre-Interview	Initials	Date
<b>Planning</b> - Timetable decided: job specification and description and other documents to be provided to applicants, reviewed and updated as necessary. Application form seeks all relevant information and includes relevant statements about references etc		

<b>Vacancy advertised</b> (where appropriate) Advertisement includes reference to safeguarding policy, that is, statement of commitment to safeguarding and promoting welfare of children and need for successful applicant to be DBS checked		
<b>Applications on receipt</b> - Scrutinised – any discrepancies/anomalies/gaps in employment noted to explore if candidate considered for short-listing		
<b>Short-list prepared</b>		
<b>References – seeking</b> Sought directly from referee on short-listed candidates; ask recommended specific questions; include statement about liability for accuracy		
<b>References – on receipt</b> Checked against information on application; scrutinised; any discrepancy/issue of concern noted to take up with referee and/or applicant (at interview if possible)		
<b>Invitation to interview</b> - Includes all relevant information and instructions		
<b>Interview arrangements</b> - At least two interviewers; panel members have authority to appoint; have met and agreed issues and questions/assessment criteria/standards		
<b>Interview</b> - Explores applicants' suitability for work with children as well as for the post		
<b>Note:</b> identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents; copies of documents taken and placed on file; where appropriate applicant completed application for DBS disclosure		
<b>Conditional offer of appointment:</b> pre appointment checks Offer of appointment is made conditional on satisfactory completion of the following pre- appointment checks and, for non-teaching posts, a probationary period		
<b>References:</b> (if not obtained and scrutinised previously)		
<b>Identity</b> (if that could not be verified at interview)		
<b>Qualifications</b> (if not verified on the day of interview)		
<b>Permission to work in UK, see guidance new Jan 21</b>		
<b>DBS certificate</b> - where appropriate satisfactory DBS certificate received		
<b>DBS Barred list</b> – person is not prohibited from taking up the post		
<b>Health</b> – the candidate is medically fit		
<b>Prohibition</b> – (for teaching posts) the teacher has not been included in the prohibition list or interim prohibition list		
<b>Qualified Teacher Status (QTS)</b> – (for teaching posts in maintained schools) the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges) the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a higher education institution, or the FE Teaching Certificate conferred by an awarding body		

<b>Statutory induction</b> (for teachers who obtained QTS after 7 May 1999)		
<b>Child Protection training</b> and other induction such as H&S, Safe Working Practice / code of staff behaviour, etc		





Signed .....

Date

**2 To be completed by current or previous employer of the candidate only.**

**2.1 Employment details with you**

Post

Period of Employment - please provide exact dates for Continuous service (if applicable)

From To

Main Duties Performed

Reason for leaving your employment

**2.2 Safeguarding of children and vulnerable adults**

Are you aware of any reason why he/she would be unsuitable to work with children or vulnerable adults? Please provide details of any past disciplinary issues relating to children and/or child protection concerns he/she may have been subject to. Please only answer this question if the job that the candidate is applying for has access to children and vulnerable adults (or their records).

**2.3 Employment Record**

Please provide brief details of any live warnings due to formal disciplinary or capability proceedings and, if possible, please comment on the nature of these warnings.

During employment with you did he/she achieve anything of particular note? If so, please provide a brief description

**3 To be completed by Current Employer only**

Current Salary



**Positive DBS Disclosure - Decision**

<b>Name:</b>						
<b>Employee No.</b>						
<b>Original Start Date</b>						
<b>DOB:</b>						
<b>Level of Disclosure:</b>	Standard			Enhanced		
<b>Access to:</b>	Children		Vulnerable Adults		Both	
<b>Disclosure No.:</b>						
<b>Date of Disclosure:</b>						
<b>Counter signatory:</b>						
<b>Post No.:</b>						
<b>Requested by:</b>						
<b>Post Title:</b>						
<b>Investigating Officer:</b>					<b>Date:</b>	

**Considerations**

The following areas should be considered and a response given where appropriate (without detailing the actual offence) to ensure that decisions are fair, open, traceable and safe.

Nature, seriousness and relevance	
How long ago it occurred	
Was it a one off or part of a history	
What were the circumstances of it being committed	
Changes in the applicants circumstances	
Country of conviction	
Decriminalisation – has there been any changes in the law since	
Remorse	
<b>Record of Process:</b>	
<b>Add/delete however many rows are required to record each stage of the decision making process.</b>	
Date:	
Date:	
Date:	
<b>Outcome:</b>	
<b>Decision:</b>	
<b>Name:</b>	
<b>Role:</b>	
<b>Date:</b>	

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
Safer Recruitment Policy	<p>We aim to apply recruitment and selection procedures that identify people who are unsuited to work with children.</p> <p>The measures described in this policy should be applied in relation to everyone who has sole responsible for the care of the children for any length of time and, at the discretion of the Headteacher, those who regularly come into contact with children in a supporting or voluntary capacity</p>			✓

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community
	✓	✓	✓	✓	✓	✓	✓

Question	Equality Groups																					Conclusion							
	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Yes	No			
Does or could this policy have a negative impact on any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS			Y	N	NS
		✓			✓			✓			✓			✓			✓			✓			✓						
Does or could this policy help promote equality for any of the following?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓							
Does data collected from the equality groups have a positive impact on this policy?	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓						✓			✓			✓							

Conclusion	We have come to the conclusion <span style="float: right;">g an initial equality impact assessment that a</span>		
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Preliminary EIA completed by	Date	Preliminary EIA approved by	Date
S Brear	29/06.22	Sue Talbot	

<b>Policy Evaluation</b>
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Points to be considered	Yes	No	N/A	Please supply evidence
● Policy annually reviewed	✓			Shared with all stakeholders, approved by governors and published on the school website
● Policy in line with current legislation	✓			Annual review to ensure any statutory changes or updates in policies are included.
● Coordinator in place	✓			
● Nominated governor in place	✓			Fr Paul – Chair of Governors
● Coordinator carries out role effectively	✓			As identified through performance management
● Headteacher, coordinator and nominated governor work closely	✓			Regular meetings and updates to governors
● Policy endorsed by governing body	✓			
● Policy regularly discussed at meetings of the governing body	✓			See governor meeting minutes
● School personnel aware of this policy	✓			

• School personnel comply with this policy	✓			
• Pupils aware of this policy		✓		
• Parents aware of this policy	✓			As requested
• Visitors aware of this policy	✓			If requested
• Local community aware of this policy	✓			As requested
• Funding in place	✓			
• Policy complies with the Equality Act	✓			
• Equality Impact Assessment undertaken	✓			
• Policy referred to the School Handbook		✓		
• Policy available from the school office		✓		A paper copy can be printed on request
• Policy available from the school website	✓			
• School Council involved with policy development		✓		
• All stakeholders take part in questionnaires and surveys		✓		
• All associated training in place	✓			
• All outlined procedures complied with	✓			Following KCSiE 2022 and Wirral LA guidelines
• Linked policies in place and up to date	✓			
• Associated policies in place and up to date	✓			

**A statement outlining the overall effectiveness of this policy**

The policy ensures that all the safeguarding procedures are followed in order to keep our children safe within the whole school community. CPOMs Staffsafe is used to record the information to ensure all staff or regular visitors comply with safeguarding standards.

**Policy Approval Form**

<b>Policy Title:</b>	Safer Recruitment Policy					<b>Date when written:</b>	June 2022		
<b>Policy written by:</b>	Sarah Brear				<b>New Policy</b> (√ or x)	<input type="checkbox"/>	<b>Revised Policy</b> (√ or x)	✓	
<b>Stakeholders consulted in policy production:</b>	<b>Governors</b>	<b>Senior Leadership Team</b>	<b>Teaching Personnel</b>	<b>Support Personnel</b>	<b>Administrative Personnel</b>	<b>Parents</b>	<b>Pupils</b>	<b>Local Community</b>	
(√ or x)	✓	✓	✓	✓	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Date when approved by Governors:		Date when presented to stakeholders:		Date when implemented:	
Published on: (✓ or x)	School Website	School Prospectus		Staff Handbook	
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

