

SCHOOLS SAFEGUARDING

Governor Safer Recruitment Guidance

It is vital that schools and colleges create a culture of safe recruitment and, as part of that, adopt recruitment procedures that help deter, reject or identify people who might abuse children. Governing bodies and proprietors must act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including criminal record checks (DBS checks), barred list checks and prohibition checks, together with references and interview information. (KCSIE 2020)

At least one member of any selection panel must be Safer Recruitment Trained. This training should be renewed at least every five years.

At the earliest opportunity recruiters should implement ways of deterring, rejecting and identifying unsuitable applicants. This can be done by:

- Demonstrating a clear commitment to safeguarding and child protection;
- Making clear safeguarding statements in the advertisement for the job;
- Including safeguarding clauses in both the person specification and job description;
- Setting expectations about conduct, safeguarding and professionalism during visits;
- Observing and noting behaviour and conduct during any interactions.

- Evidencing safeguarding requirements cited in job description and person specification;
- Requesting references prior to interview. Two written references are required;
- Scrutinising application form and references for concerns such as gaps in employment, errors, discrepancies in dates/roles, unprofessionalism;
- Making clear safeguarding statements in all correspondence such as invitation to interview letter;
- Completing checks as soon as possible. Identity check should be completed at interview stage;
- Retaining all evidence of checks such as photo ID, qualifications;
- Asking **at least** one safeguarding question (see attached examples);
- Making a **conditional** offer of employment until all checks are complete.

- Gathering outstanding evidence of essential requirements and qualifications prior to commencing work or as soon as possible after;
- Implementing Safeguarding Induction process that includes the following;
 - Safeguarding Training, including Online Safety;
 - Copies of Part One of KCSIE, Safeguarding, Child Protection & Behaviour Policy, Code of Conduct;
 - Identity and role of DSLs;
 - Procedure for reporting concerns about children and adults;
- Reviewing the above information once the person has commenced their post;
- Creating and maintaining a culture of safeguarding.

TOP TIPS!

KEEP EXPECTATIONS HIGH

Set the standard you expect from the very outset with regards to safeguarding and other aspects of school's ethos, culture and values.

THINK THE UNTHINKABLE

Some professionals DO harm children. Maintain a mindset of it could happen here throughout the recruitment process.

EVIDENCE EVERYTHING

Do not presume anything. Ensure that all essential criteria is evidenced either via application form, questions at interview or certification.

REMEMBER SAFEGUARDING IS EVERYONE'S RESPONSIBILITY

Safer Recruitment is an important element of Safeguarding and therefore is everyone's responsibility.