



CHIEVELEY PRIMARY SCHOOL
BE FUTUREPROOF!

SAFER RECRUITMENT STATEMENT
SEPTEMBER 2023

SAFER RECRUITMENT AT CHIEVELEY SCHOOL

At Chieveley Primary School, we are fully committed to promoting the welfare and safeguarding of children in our care. We expect all staff, volunteers and visitors to actively share in this commitment and expect our whole community to work together to safeguard children effectively.

This commitment extends to our recruitment procedures to ensure that all staff and volunteers who join our school community are the most qualified, appropriate and nurturing candidates possible. It also ensures that unsuitable or inappropriate applications are dealt with according to our legal duty and guidance in both [Working Together To Safeguard Children](#) and [Keeping Children Safe in Education](#).

We are an equal opportunity employer and will not unlawfully discriminate against anyone, but will select the best person for a role in terms of their qualifications, abilities and their successful completion of pre-employment checks (see below).

Our commitment to safer recruitment procedures help ensure that:

- The risk of recruiting an unsuitable person is minimised
- Applicants who would be unsuitable to work with children are deterred from applying
- There are multiple opportunities for unsuitable applications to be rejected throughout the process
- Staff/Volunteers receive appropriate induction and are trained to discharge their safeguarding duties
- The recruitment process is fair to all, with the interests of our children at the heart of our decision
- Records of the process are retained for future reference

PRE-APPOINTMENT CHECKS

All offers of employment - either as a paid member of staff or as an unpaid volunteer - are subject to applicants being checked on the Disclosure and Barring Service (or the Section 238 Checks for Governor candidates). We will also seek out references from previous employers and use the interview process to investigate any gaps in a candidate's employment history. Please note - in accordance with Keeping Children Safe In Education 2023, online searches may be carried out, to ensure that candidates' behaviour is consistent with our role as educators and will promote the welfare of all our children.

TRAINING FOR STAFF

All school staff and volunteers are trained annually in line with the Government's updated Keeping Children Safe in Education document, and using the West Berkshire approved resources. The school has multiple members of the leadership team trained to be Designated Safeguarding Leaders (DSLs). All staff who would reasonably be part of a recruitment panel (or, in the case of headteacher recruitment, governors on the panel) are given safer recruitment training using an appropriate provider such as the NSPCC or the National College. These qualifications are renewed according to the renewal schedule suggested by the training provider.

More detailed information about safer recruitment can be found in our Child Protection & Safeguarding Policy and our Safer Recruitment Policy.

THE SAFER RECRUITMENT PROCESS

At Chieveley School, our recruitment process, regardless of the relative level of the position, follows a consistent structure to ensure fairness and that our safer recruitment principles are followed. This structure is as follows:

- Defining the Role and selecting a recruitment panel
- Advertising the Role in agreed and approved locations
- Confirming Applications using the correct, LEA-provided forms only (we do not accept CVs)
- Self-disclosure forms from applicants (a part of the LEA form)
- Shortlisting candidates for interview
- Identification of employment gaps
- Preparing for Interview
- Checking Identity
- Completing the Interview Tasks
- Making an Offer
- Verifying References
- Completing DBS Checks
- Other Checks including Right to Work Checks and Overseas Checks

Within this process, we ensure a clear delegation of duties so that as many staff as possible have a chance to spot any unsuitable candidates and raise their concerns with the rest of the recruitment panel.

EXTERNAL LINKS AND RESOURCES

More information about Safer Recruitment can be found using the below links:

[NSPCC - SAFER RECRUITMENT](#)

[KCSIE - PART 3 - SAFER RECRUITMENT GUIDANCE](#)

[ANDREW HALL - SAFEGUARDING IN SCHOOLS](#)