**WEALD CPS**

**SAFER RECRUITMENT PROCEDURES (incl. EYFS)**

Weald has due regard to the following Safer Recruitment (SR) documents:

* Kent Safer Recruitment Procedures

The Headteacher and at least one other member of those conducting employment interviews have undergone Safer Recruitment Training (NCSL).

**STAGE 1 – ADVERT**

* Identify a need – Weald CPS
* Place an advert according to SR procedures on the Kent Teach website
* Include school information, job description, Kent application form which includes ethnic diversity forms, convictions etc

**STAGE 2 – SHORTLIST**

* LT to shortlist candidates from the field of applications
* Invite shortlisted candidates to interview and inform candidates that references will now be taken up

**STAGE 3 – INTERVIEW**

* Candidates should arrive with the following documentation: passport, driving licence, evidence of right to work in the UK, original documents/qualifications, proof of address/utility bill
* Copies are made of all documents
* A personal schedule is prepared for each candidate which consists of: tour, chat with LT members, teaching a pre-designated lesson, coffee/lunch with staff, interview with the Interview Panel (minimum of three to include a governor for teaching posts) and a written task for which they have not prepared
* Interviews follow an identical course for all candidates, internal and external and all candidates are asked safeguarding questions (see Appendix 1)
* Training requirements regarding First Aid and Safeguarding are ascertained at interview
* Feedback is gathered from staff, LT, lesson observation forms, interview notes and other data in order to inform the decision
* A verbal offer, subject to the receipt of 2 favourable references, is usually made that day by the Headteacher.

**STAGE 4 – OFFER**

* Once an offer has been accepted, an enhanced DBS barred list check is made and a Risk Assessment carried out if the appointment is imminent.
* On line DBS enhanced checks are verified and accepted for an immediate start
* If there are more than 2 months before the start date is due, a DBS form is given to the candidate and an enhanced DBS check is begun
* The contract is sent to the successful candidate from KCC and on receipt of that contract, payroll forms, and medical forms are sent and bank details gathered, along with ethnic diversity data

**STAGE 5 – INDUCTION**

* New staff are encouraged to visit the school before their start date and to familiarise themselves with school procedures, schemes of work, timings etc through a series of meetings with relevant colleagues and LT
* Staff can sometimes be assigned a buddy when they start
* Once new staff have begun their work at Weald, a series of termly induction meetings are held by members of LT.

**STAGE 6 – ONGOING**

* All staff are expected to participate in the Staff Development process.
* Staff are expected to attend all Staff Meetings, Directed PPA sessions and INSET days, during which training, good practice and other information will be shared

**APPENDIX 1 - SAFEGUARDING QUESTIONS**

1. What attracted you to this role here at Weald?
2. What motivated you to work with children?
3. What professional challenges do you think face your profession today?
4. Give an example of when you have had to deal with bullying?

* What did you do?
* What made this successful?
* How could you have done better?

1. What would you do if you were concerned about a colleague’s behaviour?
2. Give an example of how you have responded to and managed challenging behaviour?

* How did this affect you emotionally and how did you cope with the aftermath?

1. What makes an organisation safe and caring?
2. Do you think your own childhood experiences have influenced your attitude and practices with children?
3. What policies are important to support a safe environment?
4. What are staff’s responsibilities in protecting children?
5. How would you define an appropriate relationship between a client and a professional?
6. When may it be appropriate to physically intervene in a situation involving children?

**POSSIBLE DANGER SIGNS FROM THE INTERVIEWEE**

1. Candidate may imply that children are equal in every way, ignoring any disparities of power or authority
2. There may be an inability to recognise the inherent vulnerability of children
3. Candidate appears autocratic, arrogant or over confident
4. Candidate may appear to have a lack of apparent appropriate or supportive relationships with other adults
5. Candidate may appear to have an over-identification with children

**Reviewed: October, 2016**

**To be reviewed: October, 2020**