



St Laurence's Catholic Primary School

Policy Statement

For

Safer Recruitment Policy

This policy was adopted on	September 2016
By name	Mr John Holmes
Position	Chair of Governors
Signature	On behalf of St Laurence's Primary School ANNUAL REVIEW

St Laurence's Safer Recruitment Policy

The Governing Body of St Laurence's Catholic Primary School is committed to the principles of the 'Birchard' recommendations to ensure the best possible protection for children.

In light of this the following practices will be adhered to:

- Clear and succinct job descriptions will be drawn up for all advertised posts including some reference to child protection e.g. 'The post holder shall uphold the school's policy on child protection'.
- Clear and specific person specifications including a safeguarding statement will be included as an essential criteria e.g. 'Evidence of commitment to the highest standards of child protection'.
- Written references will be taken up at the short-listing stage of all appointments.
- When candidates are interviewed for a post they will be interviewed by at least two senior staff [support staff positions] or three governors [teaching staff], one of whom should be trained in safer recruitment.
- When candidates are interviewed consideration of the candidates on the basis of suitability to work with children as well as suitable qualifications to do the job will be made.
- A careful process of gathering information with checks will be carried out in all cases, including:
 - enhanced CRB check
 - proof of qualifications
 - proof of name and address
- Confirmation of employment will not take place until all pre-employment checks have been completed satisfactorily. Where this is impossible the school will have regard to the requirements on supervision.
- All new staff, students and volunteers will receive suitable induction including ensuring that they have an awareness and understanding of the school's child protection policy and procedures.

- Information checks will be carried out on all visiting professionals, supply staff, sports coaches etc. and volunteers.

- Where a new employee, student, visiting professional or volunteer does not have satisfactory enhanced clearance they will not be allowed to work with pupils unless under the direct supervision of a member of staff who has received clearance