

## Safer Recruitment

The main elements of safer recruitment are:

- including information on the school's commitment to safeguarding children in the advert, job description, person specification and any other relevant documentation
- obtaining and scrutinising comprehensive information from all applicants, investigating any discrepancies or anomalies, including gaps in employment
- obtaining robust, relevant and appropriate references that fully cover the candidate's recent work history and ask specific questions relating to the applicant's suitability to work with children
- exploring, at interview, the applicant's suitability to work with children
- verifying the successful applicant's identity, medical history, qualifications, employment history and experience
- obtaining a satisfactory enhanced level DBS disclosure prior to the candidate commencing in post
- Ensure an NCTL Teachers Prohibited list check is carried out

It is essential that the chair of the recruitment panel (normally the chair of governors) completes appropriate Safer Recruitment training as required by Department of Education and detailed in Keeping Children Safe in Education. Appropriate safer recruitment training that meets the requirements detailed in KCSIE is an online learning package available from NYCC on the [Learning zone](#) and is titled Recruitment & Selection.

A member of the selection panel is also advised to complete the Equality and Diversity online learning, also available on the [Learning zone](#).

A record of completion of training should be kept with the Single Central Record in school. Ofsted will require evidence as part of the inspection that each recruitment panel and selection process meets the above requirements. Safeguarding is a limiting judgement in respect of Ofsted inspection.

### **The Impact of a Poor Decision**

If none of the candidates meet the specification it is better to not appoint in this instance and consider alternatives. The consequences of making a poor decision may include:

- Poor decision making at whole school level, with implications for financial management
- Low staff morale and increased staff absence
- Declining levels of confidence in the school
- Higher staff turnover
- Poor performance management
- Decline in school performance and results
- Decreasing pupil numbers

The LA is under no legal obligation to provide financial support for costs incurred following a bad appointment. These might include:

- Cost of re-advertising
- Salary paid to underperforming headteacher
- Costs of consequences such as high staff turnover, declining pupil numbers etc.
- Potential tribunal costs

In some cases therefore, deciding to have an acting headteacher in the short term can be the most sensible choice.