

# Safer Recruitment Policy



## The Cottesloe School

<b>Reviewed by:</b>	Resources & People Committee	<b>Date:</b> 20 November 2019
<b>Adopted by FGB:</b>	10 December 2019	
<b>Last reviewed:</b>	Autumn Term 2017	
<b>Next review due:</b>	Autumn Term 2021 (earlier any legislative change)	

1. The Cottesloe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We follow guidance as detailed in current legislation/advice:
  - Buckinghamshire County Council Safer Recruitment Toolkit for People Working with Vulnerable Groups (October 2014)
  - Department for Education Keeping Children Safe in Education (September 2019)
  - HM Government Working Together to Safeguard Children (July 2018)
  - Staffing and employment advice for schools (October 2018)
  - Buckinghamshire County Council Single Central Record (SCR) - Guidance for Schools (September 2018)

The School aims to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at The Cottesloe School.

2. We are committed to recruiting and selecting high quality staff with the necessary skills, experience and aptitude to care for, nurture and enable our students to learn and thrive in a happy, caring and safe environment.

3. We ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position, and further ensure that all job applicants are considered equally and consistently.
4. We are committed to ensuring that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.
5. All adverts and job descriptions/person specifications will contain a safeguarding statement.
6. When recruiting any staff there is at least one member of staff on the interviewing panel who has completed the Safer Recruitment in Education Training. This is captured in the SCR
7. All staff (including regular visitors, governors, volunteers, contract staff, supply staff, trainee teachers and peripatetic music teachers) will be required to undertake an Enhanced Disclosure via the Disclosure and Barring Service (DBS). Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with students.
8. All applicants for any post within the school will be required to complete an application form and a curriculum vitae will not be accepted in place of this.
9. All applicants will be asked to provide two referees, one of whom should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past then a reference will also be obtained from that previous employer. All applicants shortlisted will have references taken up, and this may include review of social media posts. References will be sought directly from the referee and open references will not be accepted, and will request details about any capability procedures in the previous two years.
10. During the shortlisting process all applications will be carefully scrutinised to ensure that the information provided is consistent, does not contain any discrepancies and to identify any gaps in employment. Incomplete applications will not be accepted and will be returned for completion.
11. Throughout the recruitment process the school will ensure no prospective employee is discriminated against on the basis of any protected characteristic (including race, gender or disability) in relation to appointments, pay and conditions in accordance with the Equality Act 2010. The school operates the Guaranteed Interview Scheme where we guarantee to interview all applicants with disabilities who meet the essential criteria for a vacant post.
12. During interview any discrepancies noted from the shortlisting will be explored. If the interviewing panel are not satisfied with any explanation given the applicant will not be successful.
13. A successful candidate will be offered a conditional offer of employment; this will be subject to a series of checks:
  - Receipt of at least two satisfactory references, confirming that the referee knows of no reason why the candidate should be prohibited from working with young people.

- Verification of the candidate's identity and entitlement to work in the UK.
  - Barred list check obtained and risk assessment undertaken if candidate is to start prior to DBS clearance.
  - Enhanced Disclosure via DBS.
  - Provision of a Certificate of Good Conduct where a candidate has lived outside the UK for six months or more within the last five years.
  - Teaching Regulation Agency checks for prohibition orders (teachers and others), failed induction or probation, and historic sanctions and restrictions.
  - Section 128 Barring Direction Check for Governor and Senior Leadership appointments
  - Verification of the candidate's medical fitness for the appointed role.
  - Verification of professional qualifications and status (eg. PGCE, QTS/QTLS, TRA/SET registration, Statutory Teacher Induction, NPQH, IOSH, CIMA, etc).
  - Non-teaching posts - satisfactory completion of the probationary period.
  - The Headteacher and Safeguarding Governor will check and sign staff recruitment folders to ensure all mandatory checks have been undertaken satisfactorily.
14. The SCR is maintained by the school and lists all staff (including supply staff), volunteers, governors, contractors and all others who visit frequently or intensively, which includes details of the checks outlined above where applicable. The Governing Board needs to be confident that the SCR is up-to-date and follows recommended best practice that the Safeguarding Governor checks the SCR at least once per term and signs to acknowledge they have done so.
15. School staff will obtain written confirmation from supply agencies and third parties that the same checks have been undertaken to establish an individual's suitability to work with children.
16. Lettings Policy - it may be necessary for the Hirer to submit proof that they have undergone a successful check under the Disclosure and Barring Service. If a particular letting involves contact with children and young people, it is the responsibility of the Hirer to ensure and be able to fully demonstrate that they have complied with the DBS Code of Practice and any relevant Safeguarding requirements. A copy of the DBS registration for the event organiser will be requested for lettings involving children under the age of 18. When there is a requirement for DBS checks to be undertaken, the Hirer must keep appropriate records for all adults in line with the DBS Code of Practice and report to the Head of the school any safeguarding concerns which may arise. The Hirer must be able to provide evidence that DBS checks have been carried out for all relevant adults on request.
17. New staff will receive induction information about safeguarding procedures and statutory safeguarding training will be arranged by the school's Deputy Designated Safeguarding Lead. They will also receive current copies of the following school documents which they must sign as having received and read:
- Keeping Children Safe in Education Part 1 – information for all school and college staff
  - What to do if you're worried a child is being abused
  - Child Protection Policy
  - Code of Conduct for Teaching and Support Staff
  - Behaviour for Learning Policy
  - Child Protection Advice for New Staff leaflet

- Whistleblowing leaflet
- Professional Boundaries: Your Role with Children and Young People leaflet
- Guidance for students and parents on the use of mobile phones leaflet
- New Staff Handbook
- Health and Safety Policy and Statement
- Computer Resources Policy for Students and Staff
- E-Safety Policy
- Guidance for staff on Filio (performance management system)
- Guidance for online statutory safeguarding training and reporting of concerns for new staff
- Job description/person specification
- Safeguarding Children Induction Booklet

18. All staff are subject to annual performance management and appraisal. The school must refer as soon as possible anyone who has harmed or poses a risk of harm to a child who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left, to the DBS; this includes supply staff.

19. The school's policy is to renew DBS checks for all staff, volunteers and governors every five years. They are informed that they have a duty to inform the Headteacher of any change in their DBS status and to make the Headteacher aware of any incidents that may impact on their ability to work with children and young people.

20. The school will submit an annual Safeguarding Report to the Governing Body and the Local Authority Education Safeguarding Advisory Service.

21. This policy should be read in conjunction with the school's Child Protection Policy.

### **Review**

This policy will be reviewed in two years (earlier if any legislative change).

November 2019