

Caring for young minds

SAFER RECRUITMENT POLICY

Date Approved by Governors	8 September 2016
Review Date	September 2017
Coordinator	HT - DSL
Principal Signature	Stephen Taylor

At the heart of all policies at The Family School are the following principles:

- Every young person in our school, whatever his or her personal circumstances can learn and achieve.
- Every young person in our school, whatever his or her self-perception and previous experiences, has academic and creative potential to become a valuable member of society.
- The key to learning at The Family School lies within the quality of the relationships between pupils, family members, staff and the intermediate agencies with whom we work.
- The success of our school is based on high expectations, mutual trust, caring for each other and taking responsibility.
- Every young person in our school is capable of becoming an agent for change in his or her local community.

Our vision is to provide our pupils with the confidence, academic progress, and ambition to take the next steps towards a successful and productive life and to be able to contribute positively within their local community and wider society.

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children. The Family School is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the Trust expects all staff and volunteers working in The Family School to share this commitment.

This policy statement has been written to align with relevant legislation and government guidance, including:

- Keeping Children Safe in Education (DfE July 2015)
- the Children Act 2004;
- The Prevent Strategy

The Trust takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

Aims and Objectives

The aims of the Safer Recruitment policy are to:

- attract the best possible applicants to vacancies
- help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them

by having appropriate procedures for appointing staff.

This policy's objective is to operate a procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants who are either applying for job vacancies at The Family School or are volunteering to work with children and their families.

Equal Opportunities

The governing body will abide by existing legislation and, in particular, will not discriminate on the ground of any of the protected characteristics listed in the Equality Act (2010), these being:

Age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, and pregnancy and maternity.

The governing body will promote equality in all aspects of school life, including in regard to the recruitment of staff.

Roles and Responsibilities

It is the responsibility of the governing body to:

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with legislation and statutory guidance; and
- monitor the school's compliance with them.

It is the responsibility of the Principal; SENCO / Inclusion Manager; Business Manager and other senior leaders involved in recruitment or procurement to:

- ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school;
- monitor contractors' and agencies' compliance with this document; and
- promote the welfare and safety of children and at every stage of the procedure.

In all cases, other than the appointment of the Principal, the governing body has delegated responsibility to the Principal to lead the appointments process. School governors will be involved in staff appointments at various stages such as:

- reviewing job descriptions and person specifications;
- approving advertisements and recruitment packs;
- shortlisting;
- interviews.

The Principal and other senior staff will ensure that safer recruitment principles are applied throughout the process, including ensuring that the Prevent Strategy is taken into due consideration. Governors will monitor the application of these principles as they are engaged in the various stages of the process.

The school will ensure that at least one member on any appointment panel has successfully undergone safer recruitment training.

Recruitment and Vetting Checks

References

Two professional references must be acquired before a candidate is formally appointed. These will always be obtained directly from the referee and scrutinised. Testimonials provided by the candidate will not be accepted as a substitute for a professional reference. The purpose of a reference is to provide objective and factual information to support appointment decisions. Any apparent discrepancies or anomalies between the information provided by a candidate and that provided through a reference will be followed up. Direct contact, either by telephone or face-to-face, will be made with each referee to clarify and perceived anomalies.

Previous Employment History

Complete information about previous employment must be provided along with satisfactory explanations for any gaps in employment.

Identity Checks

These will be carried out on all individuals before a formal offer of employment is made. Acceptable proof of identity may include: a birth certificate, driving licence or passport. This must be combined with evidence of proof of address through documents such as utilities bills, bank statements, etc. All documents used for proof of identity or address must be originals, photocopies must never be accepted. A record of the individual's identity and address must be taken and entered on their HR file.

Disclosure & Barring Service (DBS) Certificate

All staff and volunteers working at The Family School require an enhanced DBS Certificate and therefore an enhanced DBS Certificate must be obtained **before** the commencement of employment or volunteering activity.

If an individual will start work in regulated activity before the enhanced DBS certificate is available, a separate barred list check will be obtained.

It is the School's policy to re-check employee's DBS Certificates every three years and in addition any employee that takes leave for more than three months (i.e. maternity leave, career break etc.) must be re-checked before they return to work.

Members of staff at The Family School are aware of their obligation to inform the Business Manager of any cautions or convictions that arise between these checks taking place.

Any candidate being employed as a teacher will be checked to ensure they are not subject to a prohibition order, using the Teacher Services System

Qualification Requirements

Candidates must be able to demonstrate they have actually obtained any academic or vocational qualifications legally required for the post and claimed in their application.

Overseas Checks

All new appointments, where persons have lived outside the UK, are subject to additional verification and checks as deemed necessary.

Mental and physical fitness

Candidates' mental and physical fitness to carry out the work will be verified.

In addition to the above and as part of a broader approach to best practice in safe recruitment the school will, whenever possible, ensure the following procedures are followed.

- Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.
- The person specification will include a specific reference to suitability to work with children.

- Other than in exceptional circumstances, face-to-face interviews will form part of the recruitment process.
- All offers of employment will be made subject to the acquisition of the following:
 - an enhanced DBS check;
 - proof of identity;
 - qualifications check; and
 - receipt of two satisfactory professional references
 - proof of eligibility to live and work in the UK

Single Central Record

The Family School will keep a single central record (SCR) to demonstrate that it has carried out the mandatory pre-appointment checks. This will record checks on:

- all staff (including supply staff and trainee teachers) who work at the school
- All members of the proprietary body