



Safer Recruitment Policy

This policy is produced with due regard to the DCSF Safer Recruitment Guidance and the Independent School Standards Regulations and Keeping Children Safe in Education July 2015

(Statutory Guidance for Schools and Colleges)

- Governors are kept informed of pertinent legislation changes and ISI updates through the Staffing sub-Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

Version Control	
Governor Co-ordination:	Staffing sub- Committee
Approved by Governors:	Summer 2015
Review Cycle:	Bi-Annual
Next Review Date:	Summer 2017
Last Amended:	Autumn 2015
Latest ISI Update Check:	January 2016
See also - Whistle - Blowing Policy, Safeguarding Policy	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2015) and **Keeping Children Safe in Education** (www.gov.uk 2015)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1 Introduction

Runnymede St Edward's School is committed to safeguarding and promoting the welfare of children and young people. In order to ensure this our Safer Recruitment policy is in accordance with national guidance and has due regard to the School's Mission Statement.

'Runnymede St Edward's School is a Catholic community
Which reflects the spirit of Blessed Edmund Rice and
Aims to inspire, challenge and support all'

The recruitment of all staff and volunteers will be addressed through this policy. The Checklist at the back of the policy gives a detailed list of checks to be carried out at each stage of the process which is listed in brief below.

2 Decision to Recruit

- 2.1 All short listing/interview panels will understand their role, and will include at least one member of staff and/or Governor who has been trained in Safer Recruitment Procedures.
- 2.2 The job description will include a reference to the responsibility for safeguarding and promoting the welfare of children.
- 2.3 The person specification will include suitability to work with children.

3 Advertising the Post

- 3.1 The advertisement will include a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Disclosure and Barring Service (DBS) checks which will include the barred list information.
- 3.2 In the case of teaching work an additional check to ensure they are not prohibited from teaching- prohibition orders are described in the National College for Teaching and Leadership (NCTL) Publication "Teachers Misconduct." This will also be reflected in the information pack sent to all applicants.
- 3.3 The DBS cannot provide barred list information on any individual, including volunteers, who are not engaged in regulated activity.
- 3.4 See **Keeping Children Safe in Education July 2015 (Statutory guidance for schools and colleges)** document page 26/ DBS website, for types of checks.
See **Keeping children safe in education July 2015 (Statutory guidance for schools and colleges)** document page 25 for definition of regulated activity.
See **Keeping children safe in education July 2015 (Statutory guidance for schools and colleges)** document page 30 for **Flowchart of Disclosure and Barring Service criminal record checks and barred list checks**

"If a school or college knows or has reason to believe that an individual is barred, it commits an offence if it allows the individual to carry out any form of regulated activity"



4 Application Process

- 4.1** Application forms will be used to enable all potential applicants to provide a common set of core data as follows:
- Current and former names, date of birth, current address, NI number and evidence of eligibility to work in the UK
 - Full details of qualifications relevant to the position applied for including awarding body and date of award
 - Medical information and physical fitness to carry out their work responsibility.
 - Their right to work in the UK (follow advice from GOV.UK website).
 - Teachers will need to provide DfES number and GTC registration
 - Full history(CV) in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
 - Declaration of any family or close relationship to existing or potential employees or employers
 - Details of at least two referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
 - A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- 4.2** There will be a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on the barring list, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-over's.
- 4.3** There will also be an explanation of the DBS checking requirements.
- 4.4** Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This will include any gaps in service or mid career-moves from permanent to supply or temporary work.
- 4.5** Where an enhance certificate is required, it must be obtained from the candidate before, or as soon as practicable possible after the person's appointment.
- 4.6** Individuals can join the DBS Update Service at the point of application for a new DBS check is made, enabling future checks to be carried out to confirm that no new information has been added to the certificate of issue. This will allow portability of a certificate across employers.

5 Taking up references for shortlisted candidates

- 5.1** At least two references will be sought for all shortlisted candidates. All references received by the school must be checked by the Head Teacher. These will be scrutinised to identify any gaps or contradictions, which will then be explored at interview.



6 The Interview

- 6.1** These will be on a face to face basis wherever possible, and the same panel will see all the candidates for a post and carry out some straightforward pre employment checks such as verification of the applicant's identity, right to work in this country (a national insurance number does not automatically indicate this right) and relevant academic and vocational qualifications from original documentation.
- 6.2** The interview process will explore the applicant's ability to carry out the job description and meet the person specification.
- 6.3** It will enable the panel to explore any anomalies or gaps which have been identified so far in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria identified above.
- 6.4** Consideration including discussion with the candidate will also need to be given to any information regarding previous records of cautions or convictions.
- 6.5** Discussion will also take place regarding any significant periods of sickness absence.

7 Pre Employment Checks

- 7.1** In addition to the checks already detailed the school will ensure that a Pre-employment health check is completed, as well as obtaining a DBS Enhanced Check which includes barred list information for those who will be engaged in regulated activity.
- 7.2** For teachers the school will verify successful completion of the statutory induction period. These together with the collection of all necessary references will be completed before staff start work, unless there are very exceptional circumstances.
- 7.3** Any offer made a candidate will be conditional on all the pre employment checks being completed satisfactorily.
- 7.4** The school will to obtain a separate list check if an individual starts work in a regulated activity before the DBS certificate is available.

8 Appointment of Volunteers

- 8.1** Checks are not required for volunteers for a one off occasion.
- 8.2** Volunteers assisting the school on a regular basis should be subject to the following checks; enhanced DBS, reference check, informal interview and no contrary indications from anyone in the school.
- 8.3** Volunteers will be included on the schools single Central Record. See attachment on Regulated activity

9 Induction

- 9.1** All members of staff/volunteers will be given an induction programme
- 9.2** The Induction Programme will clearly identify the school policies and procedures, including Safeguarding/child protection,
- 9.3** The Induction Programme will make clear the expectations and codes of conduct which will govern how staff/volunteers carry out their roles.
- 9.4** All members of staff/volunteers will give the opportunity to provide discussion of any relevant issues.



9.5 The programme will ensure that all new staff/volunteers are aware of the following policies and procedures and how to access them:

- Safeguarding and welfare e.g. child protection, anti bullying, antidiscrimination, restraint, behaviour, discipline, Whistle- blowing
- Discipline and grievance, capability
- Health and Safety, Fire Risk Assessment and Staff Handbook
- In addition all staff/volunteers will be made aware of the channels for raising any concerns.

10 Staff Concerns (Whistle-Blowing)

10.1 Refer to policy on whistle blowing

10.2 All staff/volunteers are encouraged to be confident about raising serious concerns and to question and act upon concerns about practices.

10.3 We as a school are committed to providing appropriate avenues for staff/volunteers to raise concerns, for these to be treated confidentially, seriously and sensitively and for a response to be given and feedback on any action taken.

10.4 We also assure staff/volunteers that there will be support to protect you from possible reprisals.

10.5 Our discipline and grievance procedures cover many areas for concerns, but some aspects may fall out of their scope. These include:

- Possible fraud and corruption
- Unauthorised use of funds
- Failure to comply to financial regulations
- Failure to comply with codes of practice/conduct
- Conduct which is an offence
- A criminal offence being committed
- Disclosures
- Health and safety risks
- Damage to the environment
- Sexual or physical abuse
- Other unethical conduct

10.6 Concerns may be made verbally or in writing to the Head Teacher. The matter will then be dealt with appropriately and objectively and staff/volunteers will be kept advised.

10.7 The Head Teacher may seek advice from Governors or from external experts on the way to proceed.

11 Ongoing Employment

11.1 Runnymede St Edward's School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff.

11.2 We will provide on-going training and support for all staff, as identified through performance management.



- 11.3** We will provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils.
- 11.4** We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.

B. Slater - Headteacher

January 2016



Appendix 1

Safer Recruitment Process Checklist

Safer Recruitment Process Checklist

This checklist concentrates on safeguarding issues and is designed to support our recruitment process

Process	✓
<p>Planning</p> <ul style="list-style-type: none"> • We have enough time to proceed properly through the process • Short listing and interviewing panel identified • Interview date set in advance and all panel members are available • At least one panel member has safer recruitment training • Administrative support is in place and a file for this recruitment process has been set up • Recruitment/advertising budget is agreed 	
<p>Advertising</p> <ul style="list-style-type: none"> • School's safeguarding statement is in the advertisement • DBS/ISA registration stated in the advertisement 	
<p>Job description and person specification</p> <ul style="list-style-type: none"> • Safeguarding statement • Enhanced DBS registration requirements • Nature of contact with pupils • Level of responsibility for pupils • Any off-site or out-of-hours duties • Reference made to school's safeguarding portfolio, including child protection procedure and whistle blowing • Required competencies include commitment to safeguard and promote welfare 	
<p>Literature/application pack</p> <ul style="list-style-type: none"> • Application form • Extract from child protection policy, including staff concerns policy • Terms and conditions • Staff and pupil codes of conduct 	

<p>Application form – required information</p> <ul style="list-style-type: none"> • Ensure full name and any previous name given • Full school, employment, voluntary and other history is provided, with no gaps • Reasons for leaving all previous posts, including voluntary roles • Two referees, including current or most recent employer, including voluntary agency/charity and most recent employer where applicant worked with children • Form makes clear that referees will be asked about applicant’s suitability to work with children, child protection concerns and disciplinary offences • Implications of providing false information • DCSF reference number/qualified teacher status/General Teaching Council registration • ISA registration • Rehabilitation of offenders form • Declaration that applicant is not disqualified from work with children or subject to sanctions (for example, from the GTC) • Supporting statement addressing commitment to safeguarding 		
<p>Short listing</p> <ul style="list-style-type: none"> • Same panel available for short listing and interviewing • One member has safer recruitment training • Application forms properly completed • Gaps in history accounted for • Concerns or irregularities noted, for example, gaps in employment, frequent moves of work or address • Given referees comply with requirements – current/most recent employer/most recent work with children • Interview questions, including safeguarding and format agreed • Involvement of pupils in selection procedure agreed 		
<p>References/Identity</p> <ul style="list-style-type: none"> • Original identity documents match all other information provided • Photographic identity document provided • Referees have received the job description and person specification • References requested and received for shortlisted candidates • Referees have answered specific safeguarding/suitability questions • Any concerns, omissions or ambiguous comments are clarified with the referee • Missing reference followed up 		

<p>Interview</p> <ul style="list-style-type: none"> • Confirm identity documents and qualifications seen and copies taken • References received • Interview follows agreed format • Commitment to safeguarding and requirement of DBS registration reiterated at start of interview • Gaps in history, ambiguous statements, irregularities are explored with candidate • Safeguarding questions • Additional safeguarding issues for vulnerable groups explored if relevant, for example, working with disabled/SEN pupils 		
<p>Conditional offer of appointment</p> <ul style="list-style-type: none"> • Successful candidate’s referees telephoned to confirm bona fide • Medical and physical ability to carry out the requirements of the job, confirmed • Verification of identity/qualifications/registrations/right to work in UK • Offer repeats school’s commitment to safeguarding • DBS/ISA registration process explained/repeated • Emphasis offer subject to satisfactory references and DBS/ISA registration if not yet received 		
<p>Vetting and DBS</p> <ul style="list-style-type: none"> • Enhanced DBS form completed • Confidentiality and safe storage requirements met • ISA registration confirmed clear/subject to monitoring 		
<p>Adverse DBS result</p> <ul style="list-style-type: none"> • Post is regulated activity and bar is automatic without representation – applicant cannot work with children • Post is regulated and bar is automatic with representation – applicant cannot work with children until a decision is reached by ISA • Post is controlled – consider whether appropriate safeguards can be put in place 		



<p>Induction arrangements</p> <ul style="list-style-type: none">• Meet with designated person• Sign to confirm child protection policy received and read• Ascertain training requirements• Evidence of previous child protection training seen		
<p>Storage, retention and destruction of paperwork</p> <ul style="list-style-type: none">• All application forms and interview paperwork appropriately stored• DBS/ISA records appropriately stored in line with DBS guidance in single school record• Paperwork not required to be kept is securely destroyed		