

## ROSEMARY WORKS SCHOOL Safer Recruitment Policy Policy

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<b>STATUTORY</b>	<b>Statutory</b>
<b>Legislation: Education/Other</b>	See policy
<b>Lead Member of Staff</b>	Jacqueline Logue
<b>Lead Board Member</b>	Nick Smedley
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<b>Chair of Board signature</b>	
<b>Purpose</b>	To ensure that the Headteacher and The Board of Directors, and all staff act in accordance with the legislation Named

## **Rosemary Works School**

### **Safe Recruitment Policy**

In line with the DFE regulations and guidelines from our own Local Safeguarding Children Board, we carry out a number of checks on all staff, whether they are permanent, temporary, voluntary, contractors, school based supply or agency based supply. We follow the Safer Recruitment in Education guidelines, including the maintenance of a single central register which documents the checks that have been carried out.

#### **1. Advertising and short-listing**

1.1. The recruitment process aims to

- attract the best possible applicants to vacancies;
- deter prospective applicants who are unsuitable for work with children or young people;
- identify and reject applicants who are unsuitable for work with children and young people

1.2. Prior to the advertising and recruitment process the School Management Team meet to decide on qualifications, qualities and experience a successful candidate will need to demonstrate. The relevant requirements are then highlighted in the advertisement for the post.

1.3. To deter any unwanted applications, advertisements will make clear the need for DBS checks and satisfactory references.

1.4. Short-listing of candidates will take into consideration the person specification for the post.

1.5. Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the interview process. Reference are expected to be supplied by the candidate's 2 most recent employers, at senior management level.

1.6. References will be sought directly from the referee, and checks are made to confirm the referee is genuine.

#### **2. Interview**

2.1. All vacancies will require an interview of short-listed candidates.

2.2. Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview.

2.3. The interview will be conducted by member/members of staff who have the necessary authority to make decisions about appointment

2.4. Candidates will always be required:

- to explain satisfactorily any gaps in employment;
- to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
- to declare any information that is likely to appear on a DBS disclosure;
- to demonstrate their capacity to safeguard and protect the welfare of children and young people.

## 2.5. Applicants for teaching posts:

Will be asked to provide their DfE reference number;  
Whether they have Qualified Teacher Status  
Whether they are registered with the GTC for England.

## 3. Employment checks

All checks, if the candidate is successful, will be confirmed in writing, will be documented and retained on the candidate's personal file.

### 3.1. All successful applicants are required:

- to provide proof of identity;
- to complete a CRB disclosure application and receive satisfactory clearance;
- to provide actual certificates of qualifications where relevant;
- to complete a medical questionnaire, which includes questions about whether their health will affect their ability to do the job;
- To sign to confirm that neither they or anyone they live with, is disqualified from working with children.
- to provide proof of eligibility to live and work in the UK.
- In the event they have lived overseas for more than 3 months in the past 5 years, to provide overseas police check
- Teachers and Teaching Assistants will be checked against the prohibition from teacher register
- Management: A check for a section 128 prohibition against management is carried out.

### 3.2. Disclosure and Barring Service (DBS) checks

3.2.1. All offers of employment are made subject to the receipt of at least two satisfactory references and the receipt of a satisfactory enhanced DBS clearance and Barred check.

3.2.2. A new CRB Disclosure Application will be completed even if a current valid one is already held. Apart from proof of identity and current address a five year address history and details of any other surnames held, will be required on the form.

3.2.3. We follow the DfE guidance that "In the case of DBS Disclosures, the certificate must be obtained before or as soon as is practicable after appointment" (Safer Recruitment in Education Ch 4.8 – 4.9). Should DBS clearance be delayed and employment commence before it is received, the school will undertake a Barred List check on the prospective member of staff concerned, and that person will not have unsupervised access to the children until clearance is received, and a satisfactory risk assessment is carried out. Relevant school staff will be informed if a new appointee is under supervision, and a time frame set to review the arrangements.

3.2.4. Disqualification under the childcare act 2006 : under Section 76(3) schools are prohibited from employing a disqualified person in connection with the relevant childcare provision. This applies to people:

- Living in the same household where another person who is disqualified lives or is employed (disqualification by association) as specified in regulation 9 of the 2009 regulations.

- Being found to have committed an offence overseas which would constitute an offence regarding disqualification under the 2009 Regulations if it had been done in any part of the United Kingdom.

We will endeavour to comply with the law and all potential Employees will now need to disclose this information in the first stage of their recruitment application to our school.

## Overseas Checks

Where an applicant has lived outside the UK for over 3 months in the past 5 years, overseas criminal record checks will be carried out. In the event that overseas checks are not available, SMT will conduct alternative checks, such as subject access requests.

EEA checks will be conducted if necessary.

## 4. Volunteers

4.1. All Volunteers who have direct contact with children on a regular basis will be required to have checks DBS check.

## 5. Agency Staff

5.1. Should Rosemary Works School seek to employ supply staff via a supply agency, the agency must be able to confirm that all the relevant checks have been undertaken (at the point of confirmation of terms of supply).

5.1.1. The agency must confirm in writing what checks have been carried out and inform the School if there is anything that may be considered relevant in the context of safeguarding children.

5.1.2. The agency must provide evidence of the checks carried out on their central record.

5.1.3. The school will confirm the identity of the supply staff when they first arrive at the school, and view the original DBS disclosure form

## 6. Induction

6.1. All staff, volunteers and peripatetic specialists who are new to the school will receive full induction training that will include the school's safeguarding policies and guidance on safe working practices and will be advised of conduct expected of staff within the school. All new staff will have opportunities to discuss any issues or concerns with management.

Policy Reviewed by: Jacqueline Logue Date: September 2018

Policy ratified by Board on (date).....

Signed by Nick Smedley (Chair).....

