

Safer Recruitment Policy

INTRODUCTION

Safer Recruitment Procedures are required in all establishments in which children are present. This policy incorporates the following legislative requirements:

- the National Minimum Standards for Boarding Schools (CSSIW 2003) – Standard 38;
- the Department for Education’s requirements of *Safeguarding Children and Safer Recruitment in Education guidance*, with effect from 1 January 2007;
- the Welsh Government guidance, *Keeping Learners: The role of local authorities, governing bodies and proprietors of independent schools under the Education Act 2002*, Guidance document no: 158/2015 (Chapter 5 - Safer recruitment practice);
- any guidance or code of practice published by the disclosure and Barring Service (DBS)

ADVERTISING FOR STAFF

All staff vacancies will be advertised internally on the “Job Vacancies” section of the School website; as well as external advertisements.

The following requirements apply to all advertisements, whatever their means of communication:

- they must be in the same standard format and will include information about safeguarding pupils and the requirements for criminal record checks.
- they must include an outline job description, details as to how to file an application, and the deadline set for applications;
- they must be checked by the Principal/Head of Senior or Head of Prep School (in the case of teaching appointments) or the Head of Finance/HR Manager (in the case of all other appointments).

RESPONDING TO ENQUIRIES

A prompt response will be made to enquiries, and an application pack sent by either email (with attachments), in written form, or directed to our web site. This to include the following items:

- a detailed job description.
- a standard-format application form;
- a copy of this policy;
- equal opportunities information;
- details as to how to submit the application to the Payroll and H.R. Manager, and the deadline set.

APPLICATION PROCESS

All candidates must complete the application form provided, which includes the following items;

(Please note a CV may be included as a backup document however the Application form must be completed before interview)

- the applicant’s education, qualifications and employment history;
- the applicant’s right to work in the United Kingdom;
- the applicant’s criminal record (if any);
- contact details for two referees.

INVITATION TO INTERVIEW

Candidates who are invited to attend for interview will be sent a standard email setting out details of the process; date, time and location, where and to whom to report in the first instance, the schedule of interviews and tours if applicable, and information about whom they will meet.

Required on the day will be photo Id. Driving licence or Passport.

All certificates & professional qualifications

Note: we will only take copies of documentation at the time of appointment, however this documentation will be checked before the interview commences.

INTERVIEW PROCESS

All candidates must be interviewed by at least two suitably experienced staff, at least one of whom must have completed Safer Recruitment Training. One will be our HR Manager.

A standard list of questions for each interview will be prepared in advance, and a written record of each interview will be drawn up and retained for at least twelve months.

The interview process will be thorough and discuss the application form and investigate any gaps in the information provided or causes for concern.

The interview will include two safeguarding questions.

OFFER LETTER

The successful candidate will be sent two copies of the standard format Offer Letter, detailing the standard terms of the appointment

This letter also states that the offer is subject to the receipt of two satisfactory references, as well as a satisfactory enhanced Disclosure and Barring Service (DBS) check, and advises the candidate that a medical questionnaire will have to be completed.

The offer letter will state what is required for our DBS checking. The required paperwork and how to arrange an appointment with HR to facilitate this process. This will include; documents to prove identity, address, qualifications, and the candidate's right to work in the United Kingdom.

One copy of the letter must be signed and returned to the HR Department

REJECTION LETTERS

Unsuccessful applicants and interviewees will be sent a standard letter or email of rejection once a suitable applicant has been chosen.

REFERENCES

For teaching staff, two satisfactory references will be requested prior to interview for all interviewees on a standard reference request form for teachers;

For non-teaching staff, the successful candidate must provide two satisfactory references after receiving a formal offer. One reference at least must come from the present or last employer, and this must be checked by the Payroll and H.R. Manager who will make contact with the referees.

DISCLOSURE AND BARRING SERVICE (DBS) CHECKS

All confirmations of appointment are subject to a satisfactory enhanced DBS check, and the latter will be initiated once the appointment has been confirmed by both parties.

In exceptional circumstances, a List 99 check can be undertaken as an interim measure until the DBS report arrives; the individual's Line Manager & HR must carry out a risk assessment to ensure that this is sufficient for the role, and staff must not have unsupervised access to children. A copy of this paperwork must be passed on to the HR Manager. An enhanced DBS process with barred list check will be undertaken on all staff employed in regulated activity.

CHECK ON TEACHERS INCLUDED ON THE NCTL BARRING LIST

All staff involved in teaching work will require an additional check to ensure that they are not prohibited from teaching by inclusion on the National College for Teaching and Learning Barred List.

DISQUALIFICATION UNDER THE CHILDCARE (DISQUALIFICATION) REGULATIONS 2009

All staff are requested to sign a form to confirm that neither they nor anyone in their household are disqualified from working with children.

NEW EMPLOYEES WHO HAVE WORKED OUTSIDE THE UNITED KINGDOM

Further checks will be undertaken, if appropriate.

AGENCY STAFF

Written confirmation will be required from the relevant agency that the staff supplied hold an enhanced DBS check with barred list check.

MEDICAL CHECK

A medical questionnaire must be completed once the appointment is confirmed by both parties.

CONTRACT OF EMPLOYMENT AND EMPLOYMENT MANUAL

A standard contract of employment will be issued, once all of the above checks have been completed to a satisfactory standard, and the employee must sign and return it to the Payroll and H.R. Manager. The employee should be notified during the Induction Process as to the Employment Manual and its location on the School's network.

CENTRAL REGISTER, iSAMS AND PASS

Details of each new employee must be entered on the Central Register/ HR module on PASS and on iSAMS.

Last reviewed by HM & AH	April 2019
Approved by Governing Body:	
Next review:	September 2019