

The Raleigh School Safeguarding for Recruitment Policy

Date: Jan 2017

Review : Jan 2020

Overall Objective

To promote the School's commitment to the safety of children and young people through the effective recruitment of appropriate individuals having an equivalent commitment to safeguarding principles and practices.

Advertising and Recruitment Paperwork

- The following statement is incorporated into our recruitment advertisements, candidate information packs, person specifications, job descriptions, induction training and offer letters:

‘This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Employment is subject to a satisfactory enhanced disclosure from the Disclosure Barring Service (DBS)’.

- All job descriptions make reference to the responsibility for safeguarding and promoting the welfare of children. Job Descriptions clearly set out the extent of relationships and contact with children and the degree of responsibility for children that the post holder will have.
- All person specifications make reference to the need for the job holder to be suitable for work with children. Qualifications, experience, competencies and qualities needed for the role will have been identified.
- All short listed applicants are notified of any relevant issues arising from references at interview.

APPLICATION FORMS

- All applications are made using the Application Form for the position to ensure receipt of relevant personal data, (including, where relevant, Department for Education (DfE) reference number, Qualified Teacher Status (QTS) status and registration with the General Teaching Council for England (GTC)), educational and employment history, declarations of relationships to existing employees, councillors and governors, details of referees and a statement of personal qualities and experience.
- The application form also includes an explanation of posts exempt from the Rehabilitation of Offenders Act 1974 and the need to declare all convictions, cautions and bindovers. The applicant will also have declared that they are not on Children's Barred List/List 99, disqualified from teaching or if they are subject to sanctions imposed by a regulatory body e.g. GTC.
- Details of any convictions, cautions or bindovers should be attached, as indicated on the Application Form, in a sealed envelope marked 'confidential'. This information would be referred to the Head or in their absence the Interview Leader immediately.

SHORTLISTING

- At least one member of the shortlisting panel has received on-line safer recruitment training delivered by a recommended provider such as the National College for Teaching and Leadership (NCTL).
- Notes are made of any anomalies, discrepancies or gaps in employment so that these are considered as part of the short listing process. Reasons for gaps in employment, repeated career changes, moves from permanent to temporary or supply teaching are also noted subject to exploration and verification.

REFERENCES

- References are sought and obtained directly from the referee by the School Business Manager. References or testimonials provided by the applicant are not accepted.
- References seek the necessary relevant and objective information in line with current DfE guidance and a declaration from the referee that the applicant is suitable to work with children.
- All references are vetted according to current DfE guidance. Issues of concern are raised further with the referee and taken up with the candidate during the interview.
- Where, in exceptional situations references are not received prior to the interview, satisfactory references must be seen prior to an applicant starting employment.

CALLING CANDIDATES FOR INTERVIEW

- Invitations for interview stress that the successful candidate will be subject to thorough identity checks and an enhanced DBS disclosure. Candidates are requested to bring with them documentation to verify their ID, i.e. passport, driving licence, birth certificate, etc. A photocopy will be taken of the interviewee's photographic and other ID evidence on arrival at the selection process.
- The panel informs candidates that they are required to declare ALL convictions, cautions and bind-overs they may have, regardless of how long ago they occurred, including those regarded as 'spent'. They are informed that having a criminal record will not necessarily prevent them from taking up appointment. It will depend on the nature of the offences and their relevance to the post they are applying for. However, should they NOT declare an offence that is subsequently revealed, e.g. through the DBS check, then this may place their appointment in jeopardy.
- They are instructed to bring with them to interview, documentation that will confirm relevant educational and professional qualifications. Copies of all documents will be kept on file.

Interviews

- The panel also assesses the candidate's attitude toward children, their ability to support the school's safeguarding agenda and promote the welfare of children.

Employment

- Any offer of employment in the school is conditional upon:
 - i. The receipt of at least two satisfactory references, if not already received;
 - ii. Verification of the candidate's identity, if not verified following interview;
 - iii. A check of Children's Barred List/List 99 and a satisfactory enhanced DBS disclosure;
 - iv. Verification of the candidate's fitness to undertake the role;
 - v. Verification of the applicant's qualifications, if not verified following interview;
 - vi. Verification of professional status where required;
 - vii. For those gaining QTS after 7 May 1999, verification of successful completion of statutory induction period; and
 - viii. Satisfactory completion of the required probationary period.

INDUCTION

- The school is committed to maintaining an ethos of safeguarding and promoting the welfare of children and young people and protecting staff which is supported by:
 - A clear written statement of the standards of behaviour and the boundaries of appropriate behaviour expected by staff and pupils that is understood and endorsed by all;
 - Appropriate induction by the Headteacher and training for all staff so that they understand their roles and responsibilities and are confident in carrying them out;
 - Regular briefing and discussion of relevant issues
 - Ensuring all those working with children in education settings are familiar with DfE guidance 'Keeping Children Safe in Education' and the school's Safeguarding and Child Protection Policy, Whistleblowing Policy, and Staff Code of Conduct; and
 - A clear reporting system if a pupil, learner, member of staff, or other person has concerns about the safety of children annual training on the School's Child Protection procedures.

SINGLE CENTRAL REGISTER

- The School collates the recruitment administration and maintains the single central list on a daily basis as required by Ofsted.
- The list comprises staff employed by The Raleigh School, volunteers and governors.