



Kirkstone House School Safer Recruitment Policy

This Policy has regard to KCSIE and applies to Proprietors, Staff, Visiting Staff and Volunteers in all sections of the School including EYFS.

Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of the children in education. The school is committed to safeguarding and promoting the welfare of young children and young people and expects all staff and volunteers to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency cooperation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

We are committed to using disciplinary procedures to deal effectively with adults who fail to comply with the School's Safeguarding and Child Protection procedures and practices and always refer any allegation of abuse against an adult working with children to the Local Authority Designated Officer within one working day of the allegation being made.

A referral will be made if the adult has:

- Behaved in a way that has harmed a child or may have harmed a child
- Possibly committed a criminal offence against or related to a child
- Behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they work regularly or closely with children

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people.
- We comply with the requirements of the Department for Education: Keeping Children Safe in Education. (KCSIE 2018)

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. The school is committed to ensuring that the recruitment selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed. This document provides a good practice framework to comply with the principles set down in the school's Equal Opportunities Policy.

The appointment of all employees therefore will be made on merit and in accordance with the provisions of Employment Law; Keeping Children Safe in Education (September 2018) and Equal Opportunities legislation.



The Proprietors will:

- Ensure that the School has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education guidance and legal requirements
- Monitor the School's compliance with them
- Ensure that appropriate staff have completed safer recruitment training

The Headmistress will:

- Ensure that the School operates safe and fair recruitment and selection procedures which are regularly reviewed and updated to reflect any changes to legislation and statutory guidance
- Ensure that all appropriate checks have been carried out on staff and volunteers in the School
- Promote the safety and well being of children and young people at every stage of this process.

Delegation of Appointments and Constitution of Selection Panel

The Proprietors delegate the power to offer employment for teaching and LSA posts to the Headmistress. The employment of ancillary staff is made directly by the Proprietors. Selection panels will include at least one member who has undertaken Safer Recruitment training. Other members of the panel will comprise subject specialists or Senior Teachers.

Advertising

All vacant posts will be advertised to ensure equality of opportunity and encourage as wide a field of candidates as possible. However, where there is a reasonable expectation that there are sufficient, suitably qualified internal candidates or staff are at risk of redundancy, vacancies may be advertised internally before an external advertisement is placed. Any internal recruitment process will follow procedures set out in this policy.

All advertisements for posts, paid or unpaid, will include the following statements:

'Kirkstone House School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.'

'The successful candidate will have to meet the requirements of the person specification and will be subject to pre-employment checks including a health check, an enhanced DBS check and satisfactory references.'

Information for Applicants

All applicants are provided with:

- A job description
- An application form (CVs are not accepted)



- A description of the School relevant to the post
- Reference to the School's Equal Opportunities Policy
- Reference to Safeguarding and Child Protection Policies; Safer Recruitment and Selection Policy, DBS and other pre-employment requirements
- The outline of terms of employment
- The closing date for the receipt of applications

Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.

Candidates submitting an application form on line will be asked to sign the form if invited to interview.

Short Listing and Reference Requests

The selection panel will shortlist applicants against the person Specification for the post. The criteria for selection will be consistently applied to all applicants. The selection panel will agree the applicants to be invited to interview.

Two references, one of which must be from the candidate's current/ most recent employer will be taken up before the selection stage so that discrepancies maybe probed at this stage of the selection process. Candidates are entitled to see and receive copies of their employment references and they should request these from their referees.

References will be sought directly from the referee and where necessary, he/she will be contacted in order to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.

A telephone call will be made to the referee on receipt of a reference in order to confirm the provenance of the reference.

Where necessary previous employers who have not been named as referees may be contacted in order to clarify any anomalies or discrepancies.

If a candidate for a post working with children is not currently employed in a post working with children, a reference will be sought from the most recent employment in which the candidate has worked with children to confirm details of the candidate's employment and reasons for leaving.

Reference requests will ask the referee to confirm in writing:

- The referee's relationship to the candidate
- Details of the candidate's current post and salary
- The candidate's performance and conduct
- Whether the candidate has been subject to capability procedures and the outcome of this
- Details of any substantiated allegations or concerns about the candidate relating to the safety and welfare of children



- Whether the referee has any reservations as to the candidate's suitability to work with children and young people (If so the School will ask for specific details of the concerns and the reasons why the referee believes the candidate may be unsuitable to work with children)
- The candidate's suitability for the post with explicit reference to the job description and person specification.

All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

References are the 'property' of the selection panel and strict confidentiality will be observed. Employer testimonials ie those provided by the candidate and /or marked 'to whom it may concern' will not be accepted. References must be in writing and be specific to the job for which the candidate has applied. The selection panel will not accept references from relatives or people writing solely in the capacity as a friend of the candidate for any post. References will be verified and any discrepancies discussed with the candidate at interview.

If the field of applicants is felt to be weak, the post may be re-advertised.

Interviews

Before the interview, the headmistress will agree on the interview format with other staff involved.

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies require an interview for short listed candidates.

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 which may be via visual electronic link.

Candidates invited to interview will receive:

- A letter confirming the interview and any other selection techniques
- Details of the interview day including details of panel members
- Details of any tasks to be undertaken during the interview process
- The opportunity to discuss the process prior to interview
- A request to bring with them: ID, evidence of qualifications and right to work in the UK.

The questions asked will be aimed at obtaining evidence of how each candidate meets the requirement of the Job Description and Person Specification and each candidate will be assessed against all of the criteria for the post.

The same areas of questioning will be covered for each applicant and no questions which would discriminate directly or indirectly on protected characteristics under the Equality Act will be asked.

The selection process for every post will include exploration of the candidate's understanding of child safeguarding issues.





Candidates will be required to:

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the selection panel
- Declare any information that is likely to appear on a DBS disclosure
- Demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview will also include a discussion of any convictions, cautions or pending prosecutions, other than those protected, that the candidate has declared and are relevant to prospective employment.

The recruitment documentation will be retained. Under the data Protection Act, applicants have the right to request access to notes written about them during the recruitment process.

Pre –appointment checks

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of pre-employment checks. When appointing new staff, we will:

- Verify a candidate's identity from the current ID (originals) and proof of address (originals) This will include official documents such as a passport, a driving license or a birth certificate; photographic identity, together with evidence of address for example a utility bill, bank statement or similar.
- Obtain a certificate for an enhanced DBS check with a barred list information where the candidate will be engaging in regulated activity
- Obtain a separate barred check list if, after carrying out a risk assessment, an individual will be judged as suitable to start work in regulated activity before the enhanced DBS is available
- Check that the candidate to be employed as a teacher is not subject to a Prohibition Order issued by the Secretary of State, using the Employer Access on-line service; all other checks must also be satisfactory.
- Use the Employer Access Online Service to check information about any teacher qualifications held and whether induction has been passed.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities through a questionnaire (a job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for a specific role)
- Verify the candidate's right to work in the UK (if there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website)
- Make any further checks that we consider appropriate if the candidate has lived or worked outside the UK including information on sanctions or restrictions imposed by EEA professional regulating authorities.
- Verify professional qualifications (original certificates) as appropriate



- Require the candidate to complete the School's Staff Suitability Declaration (to check potential "by association" safeguarding concerns) where applicable to the role in the school.
- If the post is for a management position a prohibition from management check will be carried out.

All checks will be documented and retained on the personnel file

- Recorded on the School's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Offer of Employment

The offer of employment by the selection panel and acceptance by the candidate is binding on both parties, subject to satisfactory completion of the pre-employment checks and satisfactory references. The successful candidate will be informed and told that the offer is subject to satisfactory completion of these checks.

Personnel File and Single Central Record

Recruitment and selection information for the successful candidate will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form signed by the applicant
- Interview notes-including explanation of any gaps in the employment history
- References (minimum of 2)
- Proof of identity
- Proof of right to work in UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health Service
- Evidence of DBS clearance, Barred List (where applicable) and Teacher prohibition checks
- Offer of employment and signed contract of employment

The School will maintain a Single Central Record of employment checks in accordance with the Department for Education guidance.

Start of Employment and Induction

The pre-employment checks listed above must be completed before the employee starts work. Exceptions will only be made in circumstances where a risk assessment has been undertaken for a late DBS check. All other checks must be completed. Exceptions will never be made in the case of the Barred List and Teacher prohibition Checks. All other relevant checks must have been completed satisfactorily and appropriate safeguards will be put in place for example loose supervision.

All new employees will be provided with an induction programme which will cover all relevant matters of school policy including Safeguarding and Whistle Blowing; Promoting the Welfare of



Children; Child Protection Procedures; Staff Code of Conduct; Guidance of Safe Working Practices.

Adults working with children who are not employed directly by the School

The School does not use supply or agency staff.

Peripatetic Staff: Any peripatetic teacher will have necessary checks and DBS requirements fulfilled.

Volunteers: We carry out DBS and pre-start vetting checks appropriate to the post and require any regular volunteer to provide details of two referees. References are taken up as detailed in this policy. Volunteers who help out on a casual basis (e.g. trips/Parent Guild Events) are supervised in accordance with legislation.

Students on Placements: When volunteers are working in School as part of a recognized training course such as a PGCE, references and completion of an application form will not be required. However, we will require proof of DBS enhanced clearance with barred check list check and will carry out identity checks when the student arrives in School. We will also require students to complete the Staff Suitability Declaration if they are working within the EYFS.

Students on Work Experience: Students on work experience will always be supervised.

Visiting Speakers (and Prevent Duty): The Prevent Duty Guidance requires the School to have clear protocols for ensuring that any visiting speakers, whether invited by staff or by pupils, are suitable and appropriately supervised.

The School is not permitted to obtain a DBS disclosure or Children's Barred List information on any visiting speaker who does not engage in regulated activity at the School or perform any other regular duties for or on behalf of the School.

All visiting speakers will be subject to the School's usual visitors signing in protocol. [Security on Site Policy] This will include signing in and out at Reception, the wearing of a visitors badge at all times and being escorted by a fully vetted member of staff at all times.

The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite and/or permit a speaker to attend the School. In doing so the School will always have regard to the [Visitors and Security Policy], the Prevent Duty Guidance and the definition of "extremism" set out in KCSIE which states:

"Extremism' is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs. We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations."



In fulfilling its Prevent Duty obligations the School does not discriminate on the grounds of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital or civil partner status, disability or age.

Leaving Employment

Despite the best efforts to recruit safely there will be occasions when allegations of serious misconduct or abuse against children and young people are raised. This policy is primarily concerned with the promotion of safer recruitment and details the pre-employment checks that will be undertaken prior to employment being confirmed. Whilst these are pre-employment checks the School also has a legal duty to make a referral to the DBS in circumstances where an individual:

- has applied for a position at the School despite being barred from working with children; or
- has been removed by the School from working in regulated activity (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child.

If the individual referred to the DBS is a teacher, the School may also decide to make a referral to the Teaching and Regulation Agency (TRA).

Monitoring the Policy

The Policy will be reviewed on an annual basis or before as necessary and updated to reflect any changes to legislation and statutory guidance.

Links with other Policies:

Equal Opportunities Policy
Safeguarding Children Policy

Authorised by

Mrs Corinne Jones
Headmistress
On behalf of the Proprietors

Dated 4th October 2018

Date of next review 4th October 2019