

The Thomas Aveling School

Policy No: 26b

SAFE RECRUITMENT POLICY

March 2006
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Reviewed: Nov 2011
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POLICY STATEMENT: Safeguarding Children at The Thomas Aveling School

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

General:

The Thomas Aveling School is committed to ensuring that a stringent and consistent approach to recruitment is adopted in order to create a safe environment for all children and to prevent unsuitable people from working with children and young persons in the education service.

Responsibilities:

The Governors will be aware of their responsibility for appointing appropriate teaching and associate staff and ensure that all staff have the health and qualifications for the post and are proper and fit persons to be in charge of children and young people. Responsibility for the management of this process will be overseen by the Headteacher on behalf of the Governing Body, together with delegated members of the Leadership Team.

Aim:

- **To follow Bichard/DCSF /Safe Recruitment guidance (January 2007) “Safeguarding Children & Safe Recruitment in Education” in order to promote the welfare of, and create a safe environment for, all children as required under the Education Act 2002.**
- **All members of the Leadership team, a Governor representative and other relevant appropriate staff will undertake approved NCSL training on Safe Recruitment.**
- **The school will take account of the new Vetting and Barring Scheme as details are rolled out and will undertake to register with the Independent Safeguarding Authority at the appropriate time. As at November 2011, the ISA guidance in respect of safeguarding regulations introduced in October 2009 still applies and the latest ISA update advises that the registration element of the Vetting & Barring Scheme (VBS) has been halted as part of the Coalition Government’s VBS review, findings of which were published in February 2011. The current situation is that the Criminal Records Bureau is responsible for the disclosure of criminal records and the Independent Safeguarding Authority for the barring function.**

The process:

Advertising:

- Posts may be advertised internally or externally via an appropriate medium and will clearly state the nature of the post advertised and the school's commitment to safeguarding and promoting the welfare of children.

Documentation:

- A Job Description will be prepared outlining the specific requirements of the post and a policy statement making reference to the responsibility for safeguarding and promoting the welfare of children will accompany all relevant literature and documentation.
- A Person Specification will be prepared, which will include specific reference to suitability to work with children.
- *School Application Form:* All applicants for teaching and support staff posts will be required to complete a School Application Form. This will include an equal opportunities statement and monitoring form. The application form should explain that posts are exempt from the Rehabilitation of Offenders Act 1974 and that all convictions, cautions and bind-overs (including those regarded as 'spent') must be declared (confidentially in a sealed envelope if the applicant wishes). The application form will also request the applicant to sign a statement to confirm that he/she is not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body, ie. the General Teaching Council. The school will consult with the Local Education Authority and the DCSF in circumstances which may present difficulties.
- *Health Assessment:* All applicants invited for interview or offered employment will be requested to complete a Pre-Employment Health Assessment and Consent Form (Appendixes 3 and 4) to enable independent assessment and to ensure that the applicant is in good health and physically capable of carrying out the job.
- *CRB Application:* The school will be committed to carrying out mandatory checks in accordance with the Protection of Children Act, and all offers of employment will be subject to the applicant obtaining a CRB enhanced disclosure. Where volunteers are recruited by another organisation, ie counsellors/mentors, the school will obtain written assurance from the recruiting organisation that the volunteer has been fully vetted.
- *Central Register:* The school will maintain a single central register a) holding full details of CRB checks and b) a comprehensive safe recruitment checklist.

When considering an applicant for employment:

- The school will obtain detailed information from applicants, ensuring that there are no discrepancies or anomalies in information, work history, places or periods of residence. Previous employment history and experience will be checked.

- The school will conduct a face-to-face interview to explore the candidate's suitability to work with children, as well as his or her suitability for the post. Any notes from the interview procedure will be in confidence and will be held for the statutory time period.
- The school will obtain at least two independent and professional character references to ensure that the responses answer specific questions to help assess the applicant's suitability to work with children. Any concerns will be followed up.
- The school will obtain proof of applicants' identity, including photographic evidence such as passport or other relevant documentation to verify address.
- The school will request sight of original certificates and qualifications.

Interview Procedure:

- The interview panel will comprise at least 1 member who has undertaken appropriate NCSL safe-recruitment training.
- The interview panel will determine the format of the interview and decide upon any practical tests (ie applicants may be asked to teach a lesson/make a presentation). They will, prior to interviewing candidates, decide on a shortlisting process and how a decision will be reached.
- All interviews will be face-to-face
- Prior to interview, any gaps in employment history to be identified and subsequently explored at interview.

After appointment:

- All offers of appointment to be confirmed in writing and will be conditional upon CRB/Health check/Proof of Qualifications/Satisfactory references.
- Following appointment, all staff will receive appropriate induction to include child protection training.
- Unsuccessful candidates will be given the opportunity to receive a post-interview briefing.
- All relevant notes and post interview documentation will be held for a minimum period of 6 months.
- Details of all posts advertised will be centrally recorded. Governors will take account of the need to provide proof of advertising when considering the appointment of staff under the new Immigration Points Based system as required by the UK Border Agency/Home Office.

Overseas Recruitment:

- When recruiting from overseas, the school will adhere to correct personnel procedures with regard to obtaining necessary permissions to work in the UK and leave to remain. Copy documentation will be obtained and scrutinized and Passport information will be checked and copied for personnel files.

- The Thomas Aveling School in October 2008 submitted an application to become a licensed Sponsor and will continue to monitor and adhere to guidance as it becomes available. A 4 year license was subsequently granted.

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