

# Widford Lodge

PREPARATORY SCHOOL



**18a**

## **Safer Recruitment Policy**

This policy applies to all pupils at Widford Lodge School including those in the EYFS

Date Written: May 2014

Reviewed and approved by Proprietor: May 2017

Next review: May 2018

This policy is made available to all parents, prospective parents, staff and prospective employees of Widford Lodge Preparatory School on our school website and a paper copy is always available from the school office.

## **Introduction**

This Safer Recruitment Policy applies to all aspects of Widford Lodge Preparatory School's work, including the Early Years Foundation Stage.

The Proprietor, Headmaster and Staff of Widford Lodge Preparatory School are committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. We are also committed to providing a supportive working environment for all members of staff. We recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The aims of our Safer Recruitment Policy are to:

- comply with all relevant recommendations and guidance including the recommendations of the Department for Education (DfE) in Keeping Children Safe in Education 2016 and the code of practice published by the Disclosure and Barring Service (DBS)
- safeguard and promote the welfare of children by carrying out all necessary pre-employment checks
- deter prospective candidates who are unsuitable to work with children
- identify and reject applicants who are unsuitable to work with children
- give clarity to all those applying for posts so that the school can recruit the best possible staff on the basis of their merits, abilities and suitability for the position
- support our Equal Opportunities policy by ensuring that all job applicants are considered equitably and consistently, so that no applicant is treated unfairly on any grounds, including race, colour, nationality, ethnic or national origin, religious belief, sex or sexual orientation, marital status, disability or age.

Members of the Senior Leadership Team (SLT) involved in the recruitment and selection of staff are responsible for complying with the provisions of this policy. Whenever we are involved in the appointment procedure for any staff post, at least one member of the recruitment panel will hold a current certificate in Safer Recruitment either from the Local Authority, DfE or the National College for School Leadership.

We recognise that our safer recruitment processes apply to all staff, volunteers, club providers and contractors.

## **Recruitment and Selection Procedure**

Advertisements for posts, whether in newspapers, journals or on-line, will include a statement to the effect that:

*Widford Lodge Preparatory School is committed to safeguarding and promoting the welfare of children and applicants must support this commitment themselves and be willing to undergo child protection screening appropriate to the post including checks with employers and the Disclosure and Barring Service.*

Prospective applicants will be supplied with the following:  
Job description and person specification  
An application form

All applicants for employment will be required to complete the application form. Incomplete application forms will not be accepted. Curriculum vitae will not be accepted in place of the completed application form under any circumstances.

#### Short-Listing and References

At least one members of the SLT will be involved in scrutinising application forms. Short-listing of applicants will be against the person specification for the post. Information concerning age, medical history, disability or criminal records will not be used to short-list candidates.

Whenever possible, references will be taken up on short-listed candidates prior to interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children.

Neither referee should be a relative or someone known to the applicant solely as a friend, unless, for example the applicant is a recent school/college leaver and has not previously been in work or where the applicant has not worked for a significant period of time . All referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. They will also be asked to confirm the following:

- the applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- the applicant's suitability for the post in general
- the applicant's suitability for working with children
- whether the applicant has ever been the subject of disciplinary procedures, including warnings involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or behaviour towards children.

We will normally only accept references obtained directly from the referee on our official reference form with all sections completed. We will not accept references or testimonials provided by the applicant or on open references or testimonials.

We will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges. Where necessary, previous employers who have not been named will be contacted in order to clarify any anomalies or discrepancies; a detailed written note will be kept of such exchanges.

Unsuccessful applicants will be informed in writing. Successful applicants will be invited to an interview.

## Interviewing Candidates

At least one member of the SLT will be involved in the interview process and at least one person in the interview will have successfully completed Safer Recruitment Training provided by the Local Authority, DfE or the National College for School Leadership.

Short-listed candidates will be invited to attend a formal, face-to-face interview where their relevant skills and experience will be discussed in more detail. Candidates will always be required to:

- explain any gaps in their employment history satisfactorily
- explain any anomalies or discrepancies in the information available to the recruiters
- 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
- answer questions aimed at obtaining evidence of how the candidate meets the criteria listed on the person specification; the same areas of questioning will be covered for each candidate
- answer questions aimed at obtaining evidence of how the candidate would aim to fulfil the roles and responsibilities as detailed in the job description
- answer questions aimed at obtaining evidence of the candidate's motives, attitudes and behaviour in relation to the role
- All prospective teachers/teaching assistants will have to demonstrate their ability to carry out their duties
- All teaching posts will include the teaching of a lesson to children of an appropriate age, all support roles will have key skills assessed.

All candidates who are invited to interview will be required to bring the following evidence of identity, address and qualifications:

- current photograph driving license and full birth certificate OR current passport (where an applicant claims to have changed his/her name by deed poll or any other means, e.g. marriage, adoption, statutory declaration, he/she will be required to provide documentary evidence of the change)
- two utility bills or statements (from different sources) showing their name and home address
- Documentation confirming their National Insurance Number (P45, P60 or NI card)
- original documents confirming any educational and professional qualifications referred to in their application form, including, for teachers, proof of Qualified Teacher Status. If there is any doubt of authenticity, the relevant awarding body will be contacted
- Proof of eligibility to work in the United Kingdom

Unsuccessful candidates will be informed in writing and offered a debrief up to a week after the date of the letter. The initiative here is with the unsuccessful candidate.

The successful candidate's notes will be kept on file for the duration of their employment and for a minimum of six years afterwards.

### Conditional Offer of Employment

If it is decided to make an offer of employment following the interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment
- the receipt of two satisfactory references as detailed above (if not already received)
- verification of professional status, as appropriate, such as NQT status
- a declaration of mental and physical fitness in accordance with the Education (Health Standards (England)) Regulations 2003 and DCSF Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training i.e. that the candidate knows of no reasons, on grounds of mental or physical health, why they should not be able to discharge the responsibilities required by the post in question.
- satisfactory completion of the probationary period, as detailed in the contract
- In addition to these checks and, in accordance with the recommendations of the DfE in Keeping Children Safe in Education the School applies for a new enhanced DBS. The individual applicant receives the certificate for an enhanced DBS check with barred list information and must show the original of this to the school before they take up post.
- A further check will also be made for applicants to posts including teachers, learning support assistants, nursery nurses and peripatetic staff; the school will check that there is no prohibition order against the applicant, using the Employer Access Online Service
- An Enhanced DBS with barred list check. Disclosure will contain details of all convictions on record including current and spent convictions, (including those which are defined as 'spent' under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. It may also contain non-conviction information from local police records which a chief police officer thinks may be relevant in connection with the matter in question.
- A declaration in line with the Disqualification under the Childcare Act 2006 that no one living or working in the applicant's household has: been cautioned for or convicted of certain violent and sexual criminal offences against children and adults; any grounds relating to the care of children (including where an order is made in respect of a child under the person's care); had registration refused or cancelled in relation to childcare or children's homes or been disqualified from private fostering
- A check via the DBS that teaching staff are not subject to a section 128 Prohibition from management.
- As the individual is applying for a position working with children or young adults, it will also reveal whether he/she is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the DfE and the Department of Health.

For applicants with recent periods of overseas residence and those with little or no previous UK residence, we will also apply for the equivalent of a disclosure, where one is available in the relevant jurisdiction (s) and we will make any further appropriate checks so that any relevant events that occurred outside the UK can be considered. We will also make a check using the NCTL Teacher Services' system for candidates from countries in the European Economic Area (EEA) that they aren't subject to any overseas sanction or restriction.

If the above conditions are satisfied and the offer is accepted then the applicant will be issued with a contract of employment as confirmation of employment.

*If a candidate is found to be on the DfE List 99 or Barred List, or if the enhanced DBS disclosure shows he or she has been disqualified from working with children by a court, or if he or she is subject to a prohibition order or is found to have provided false information in his or her application, or if he or she is the subject of serious expression of concern as to his or her suitability to work with children, these facts will be reported to the Police and the DfE Children's Safeguarding Unit.*

### **3. Criminal records checks for short-notice supply teachers**

Should we need to use staff from a supply agency, we will ask the agency to confirm that they have carried out all relevant checks including: identity, enhanced disclosure, right to work in the UK, barred list/list 99, prohibition from teaching, qualifications, overseas checks, disqualification under the Childcare Act 2006. The identity of all supply teachers, using either a current passport or a birth certificate and a current photo-card driving license, and sight of their disclosure certificate, will be checked upon their arrival at school and before they are allowed to teach.

### **4. Induction**

All newly appointed staff will undergo a programme of induction training relevant for their post. In addition to this all members of staff, whether teaching or support staff, will undergo induction training which will specifically address issues concerning the safeguarding of children and young people and the procedures detailed in the School's Safeguarding and Child Protection Policy.

### **5. Disclosure and Barring Service**

The Disclosure and Barring Service's (DBS) role is to help prevent unsuitable people from working with children and vulnerable adults. We are required to report to the DBS within one month of leaving the school any person (whether employed, contracted, a volunteer or student) whose services are no longer used because he or she is considered unsuitable to work with children. Widford Lodge Preparatory School understands that, in this context, ceasing to use a person's services includes dismissal, non-renewal of a fixed-term contract, no longer engaging/refusing to engage a supply teacher provided by an employment agency, terminating the placement of a student teacher or other trainee, no longer using staff employed by contractors, no longer using volunteers, resignation, and voluntary withdrawal from supply teaching, contract working, a course of initial teacher training or volunteering. We undertake that our reports will include as much evidence about the circumstances of the case as possible. We understand that 'Compromise Agreements' cannot apply in this connection.

### **6. Visiting Speakers**

In accordance with the Prevent strategy and our Safeguarding policy, we have procedures in place to ensure that visiting speakers and the content of their speeches are suitable and that they are appropriately supervised whilst at school. These procedures include the completion of a checklist and checking ID and are outlined in our Educational Visits policy.