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STOVER SCHOOL

Safer Recruitment Policy

Independent Day and Boarding School for Girls & Boys aged 3 to 18 years

Stover School

September 2010
Reviewed September 2011
Reviewed September 2012
Reviewed August 2013
Reviewed February 2014
Next review date February 2015
Revised September 2016

1. Introduction

Stover School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School complies with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (DfE), Safeguarding Children and Safer Recruitment in Education (2010 Guidance), Keeping Children Safe in Education (KCSIE, Sept 2016), the Independent Schools Inspectorate Regulatory requirements (Jan 2017), and any guidance or code of practice published by the Disclosure and Barring Service (Nov 2015).

The School will ensure that all employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying with the provisions of this policy and be suitably trained to execute the requirements of it.

This policy will apply to all individuals taking part in regulated activity (appendix A) with the School including teaching and non-teaching staff, governors, agency staff, contractors and volunteers.

2. Aims

The aims of this policy are:

- to adopt recruitment procedures that deter, reject or identify people who might abuse children and by making explicit in any advertisement that the School is rigorous in exercising its policies with regard to the safeguarding of children
- to ensure that all job applications are considered equally and consistently
- to ensure that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity

3. Procedures

3.1 Advertisements

Job adverts will clearly state a commitment to safeguarding and promoting the welfare of children and young people.

3.2 Applications

All applicants **must** submit a Stover School Application Form. This informs applicants that any previous employer may be contacted. A curriculum vitae will not be accepted in place of the completed application form unless the appointment is of a peripatetic nature. The exception to this will be non-teaching supply staff recruited through an agency that have then gone on to become employed permanently by the school. In these cases all pre-employment checks will still be completed as normal. The appointment of School Governors will follow all procedures below.

3.3 Job Description

This states clearly:

- the main duties and responsibilities of the post;
- the individuals responsibility for promoting and safeguarding the welfare of pupils

3.4 Applicant Information Pack

This will include a copy of the Application Form containing questions about academic and employment history and suitability for the role by way of a personal statement. The job description, person specification (when applicable) and explanatory notes about completing the form and the recruitment process are also included.

3.5 Short-listing

The applicant may then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

3.6 References

The School will take references up on short listed applicants prior to interview and this is clearly stated on the application form. 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 most recent employer. Neither referee should be a relative or someone known to the applicant solely as a friend. Referees will be asked to give their opinion on the suitability of the applicant to perform the duties of the post for which they applied and whether they have reason to believe that the applicant is unsuitable to work with or in an environment with children. Referees will be sent a copy of the job description and person specification for the role for which the applicant has applied. Only references obtained directly from the referee will be accepted and not provided by the applicant or on open references or testimonials. The School will perform a verbal verification check of at least one of the references. Any discrepancies or inconsistencies in the information will be taken up with the applicant and referee.

3.7 Interviews

- these will, whenever possible, be face-to-face.
- provision will be made for applicants who request special access or other adjustments to be made in order to attend the interview
- interviews will be conducted by a minimum of two people one of which will have completed Safer Recruitment training. A larger panel will be required for senior posts.
- the panel will agree a set of questions in advance relating to the requirements of the post to include questions which identify the applicants understanding of Safeguarding and Child Protection.
- any gaps in employment identified on the application form will be explored with the applicant at interview
- a written record will be kept of the outcome of the interview.

3.8 Pre-Appointment Checks

In accordance with the recommendations set out in the Guidance, Keeping Children Safe in Education (KCSIE) and the requirements of the Education (Independent School Standards) (England) Regulations 2010 the School carries out a number of pre-employment checks in respect of all prospective employees.

An offer of appointment to a successful candidate, including one who has lived or worked abroad, will be conditional upon satisfactory completion of the following:

1. the agreement of a mutually acceptable start date
2. the receipt of two references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory
3. candidate's identity, from current photographic ID and proof of address (requested at invitation to interview)
4. a certificate for an enhanced DBS check where the person will be engaging in regulated activity (see Appendix A). Where the position amounts to "regulated activity" (see Appendix A) confirmation that the applicant is not named on the Children's barred List administered by the DBS. A check of the Children's Barred List is not required if an individual will not be undertaking "regulated activity". Whether a position amounts to "regulated activity" must therefore be considered by the School in order to decide which DBS checks are appropriate.
5. a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available (see Appendix A)
6. a check that a candidate to be employed as a teacher is not subject to prohibition order issued by the Secretary of State, using the Employer Access Online service
7. verification of the candidate's mental and physical fitness to carry out their work responsibilities. In line with KCSIE guidance, 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 the specific role

8. verification of the person's right to work in the UK. If there is uncertainty about whether an individual need permission to work in the UK, the School will follow advice on the GOV.UK website
9. completion of overseas checks
10. verification of professional qualifications (requested at invitation to interview)
11. verification of employment history to include discrepancies in dates and/or experience between the application form and received references. In addition to this, gaps in employment will be flagged.

4. Verification of identity and address

- 4.1 All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications. Identity checks also apply to staff employed on a supply or temporary basis through an agency in order to satisfy the school that the person presenting themselves for work is the same person on whom the checks have been made. The identity of supply staff will be checked upon arrival to ensure that they are the same person on which checks have been carried out by the supply agency.

5. Medical fitness

- 5.1 The School must satisfy itself of the medical fitness of staff to carry out the duties of the post applied for. All prospective employees are asked to declare their fitness for the role by way of the completion of a medical questionnaire. The school is committed to make reasonable adjustments to enable disabled people to carry out their duties effectively.

6. Criminal records checks

- 6.1 the School applies for an enhanced disclosure from the DBS in respect of prospective staff members, governors and volunteers
- 6.2 the School will verify the original DBS document provided by the applicant and record the details on the SCR
- 6.3 it is for the School to decide whether a role amounts to "regulated activity" (see Appendix A) taking in to account all the relevant circumstances. The DBS now issues a DBS disclosure certificate to the subject of the check only, rather than to the School. The original disclosure certificate must be provided to the School prior to the first day of employment where possible. Employment will remain conditional upon the original certificate being provided and it being considered satisfactory by the school
- 6.4 if an applicant has been working in a school or college within three months of appointment and has provided a DBS certificate for that establishment then provided he/she meets the pre-appointment checks above the School may apply for a disclosure but is not required to do so. A new, separate barred list check **must** be obtained in this case.
- 6.5 where an applicant has a pre-existing DBS and has subscribed to the update service a separate barred list must be obtained
- 6.6 if there is a delay in receiving a DBS disclosure the Headteacher has discretion to allow an individual to commence work pending receipt of the disclosure. This will only be allowed if all other checks, including a clear check of the Children's Barred List (where the position amounts to regulated activity), have been completed and once a risk assessment has been performed to include appropriate supervision. The risk assessment shall remain in place until such time as the DBS disclosure is received and updated as necessary

7. Prohibition Orders

A check of any prohibition will be carried out using the Employer Access Online Service. Prohibition from management of independent schools directions will also be sought in the appointment of an external candidate to a management position using the NCTL Secure Access system.

8. Disclosure by Association

The School will ensure that all staff appointed, including governors, will need to self-certify whether or not they, as individuals, or others in their household* are disqualified from working with children.

*Household means living in the same house where the member of staff resides irrespective of whether they are family.

9. Supply Staff

The school will obtain written confirmation when using supply agency staff to confirm that the required checks have taken place. The criminal record certificate must be seen by the school. When agency staff are used for non-teaching posts where an enhanced disclosure is not in place, an application will be made including a barred list/List 99. Appropriate risk assessments will be written until such time as the criminal records check is complete.

10. Data Protection and Record Keeping

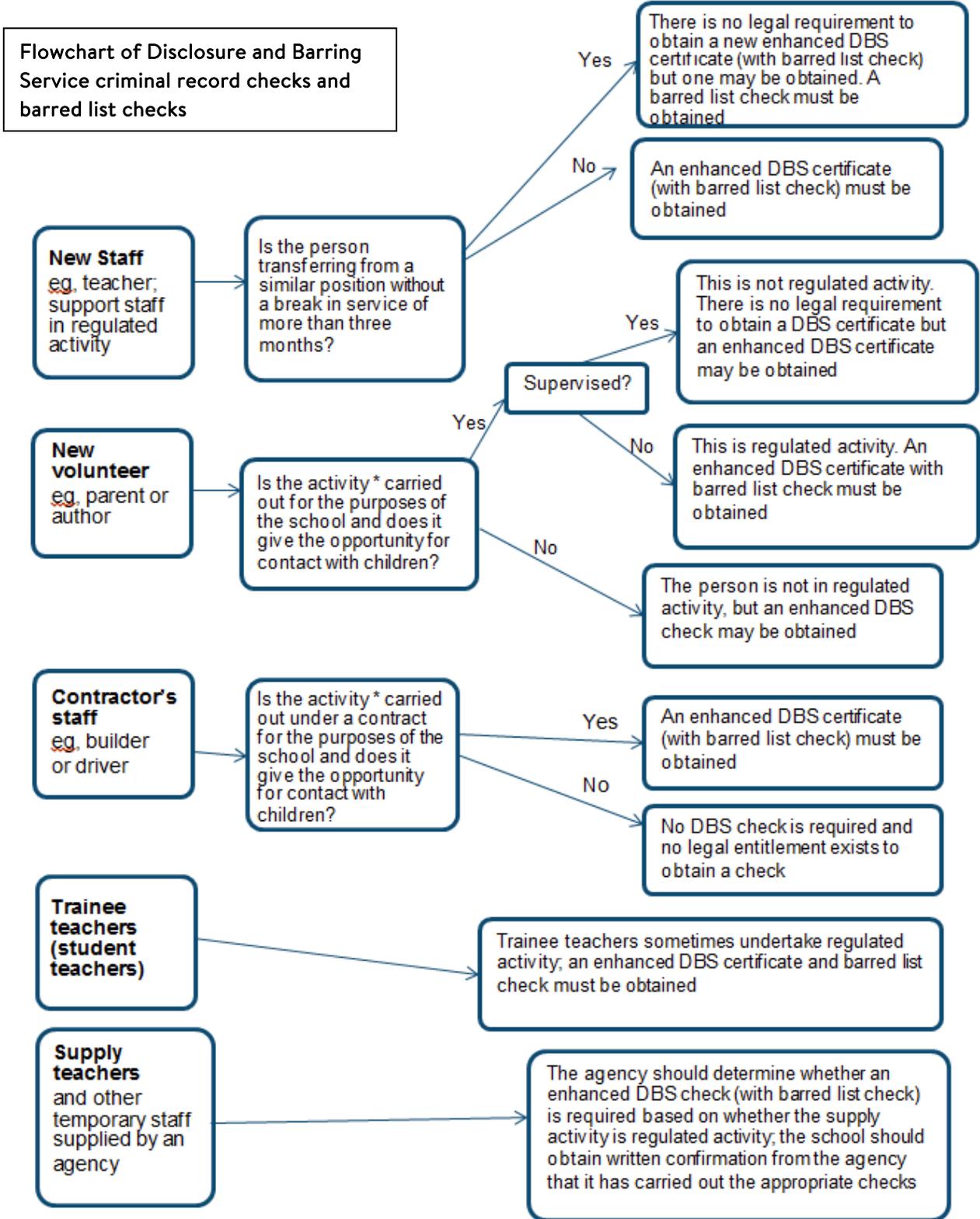
If an applicant is successful in their application, the School will retain on his/her personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness and qualifications. Medical information may be used to help the School to discharge its obligations as an employer e.g. so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue.

This documentation will be retained by the School for the duration of the successful applicant's employment with the School. It will be retained for a period of seven years after employment terminates after which it will be securely destroyed. The School will retain all interview notes on unsuccessful applicants for a 12 month period, after which time the notes will be confidentially destroyed.

11. Single Central Record

The School will keep and maintain a Single Central Record (SCR) of recruitment and vetting checks. The SCR will record all staff who are employed by the school, including supply agency staff whether employed directly or employed by third parties, all members of the governing body, and those who provide additional teaching or instruction for pupils but who are not staff members, e.g. specialist sports coaches and peripatetic teachers.

Appendix A (KCSIE July 2015)



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'