

Chiltern Edge School



Safer Recruiting Policy (2016-2017)

Person responsible for Policy: School Business Manager
Committee responsible for Policy: Resources Committee
Date to Governors: 21 November 2016
Date Agreed: 28 November 2016
Review Due: November 2017 and annually thereafter

Is this Policy to appear on school website: Yes

Is this Policy to be displayed in Reception: No

Headteacher's Signature:	 Date: 28 November 2016
Signature of Chair of the Governors:	Date: 28 November 2016



Our Mission Statement

Chiltern Edge School will provide a caring supportive environment where all learners can achieve. We will promote high standards in all areas, through a creative, exciting, challenging curriculum and opportunities which meet the needs of all. We will guide and support pupils to make good choices and to develop the skills and attitudes that will prepare them for adult life.

Through engagement with local, national and worldwide communities and issues, our pupils will learn to become responsible 21st century citizens. We will take pride in all that we do and celebrate both success and effort.

School Aims

We will provide a range of exciting and challenging experiences which enable our pupils to become effective, independent learners and to prepare them for adult life.

We will promote responsible citizenship, built on respect for ourselves and others, through active links with the local and wider community.

We will promote high standards of physical, emotional and mental health and well-being among our school community.

We will promote the spiritual, moral, social and cultural development of pupils and through this promote fundamental British values.

DDA Statement

At Chiltern Edge School we will:

- Promote equality of opportunity between disabled person and other person.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of disabled pupils that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled persons in public life.
- Take steps to account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.
- Promote fundamental British values



1) Introduction

- 1.1 This policy has been developed to embed safer recruitment practices and procedures throughout **Chiltern Edge School** and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (April 2015)” and was ratified by the Governing Body in November 2016 and will be reviewed in November 2017.
- 1.2 This policy reinforces the expected conduct outlined in the Code of Conduct for Staff (Appendix A) as well as the school’s Whistle Blowing Policy, which all staff are expected to be familiar with. It is the responsibility of the School Business Manager to ensure all successful candidates for paid or volunteer employment will be made aware of these documents.
- 1.3 This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:
- attracting the best possible candidates/volunteers to vacancies
 - deterring prospective candidates/volunteers who are unsuitable from applying for vacancies
 - identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people
- 1.4 Chiltern Edge School is committed to using procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.
- 1.5 As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Designated Officer for the local authority (LADO) within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) 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
- 1.6 As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation, is dismissed or resigns because of misconduct towards a pupil and we may refer any concerns we have before the completion of this process.

2) Roles and Responsibilities

2.1 The Governing Body of the school will:

- ensure 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 and governors have completed safer recruitment training (and repeat this every 5 years)

2.2 The Headteacher will:

- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated 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
- monitor any contractors and agencies compliance with this document
- promote the safety and well-being of children and young people at every stage of this process

3) Inviting Applications

3.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:

“Chiltern Edge School is committed to safeguarding children and young people. All postholders in regulated activity are subject to appropriate vetting procedures and a satisfactory “Disclosure and Barring Service Enhanced check.”

Advertisements for posts should also make clear that staff will be expected to promote fundamental British values.

3.2 All applicants will receive a pack containing the following when applying for a post:

- Safeguarding Statement outlining the school's commitment to ensuring the safety and well-being of the pupils (Appendix B)
- Job description and person specification
- Details of how to access the school's Safeguarding Policy via the school website

- Details of how to access the school's Safer Recruitment Policy via the school website
 - The selection procedure for the post
 - Details of how to access the school's Whistleblowing Policy via the school website.
 - An application form
 - Copy of the School's Code of Conduct (Appendix A)
- 3.3 Prospective applicants must complete, in full, and return a signed application form. Incomplete application forms will be returned to the applicant by the School Business Manager where the deadline for completed forms has not passed.
- 3.4 Candidates submitting an application form completed on line will be asked to sign the form if called for interview.
- 3.5 A curriculum vitae will not be accepted in place of a completed application form.

4) Identification of the Recruitment Panel

- 4.1 At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment within the last 5 years

5) Shortlisting and References

- 5.1 Candidates will be short listed against the person specification for the post.
- 5.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before the selection stage so that any discrepancies may be probed during this stage of the procedure (note references should come from the head of the previous organisation, not a colleague).
- 5.3 References will be sought directly from the referee (Appendix C), and where necessary, they will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges. Where possible references will be requested in advance of interview.
- 5.4 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 5.5 Referees will be asked specific questions about the following:
- The candidate's suitability to work with children and young people

- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post, including the candidate's ability and willingness to promote fundamental British values.

5.6 Reference requests will include the following:

- Applicant's current post and salary
- Sickness record
- Attendance record
- Disciplinary record

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

6) Invitation to Interview

6.1 Candidates called to interview will receive:

- Written confirmation of the interview, usually via e-mail, and any other selection techniques
- Details of the interview day including details of the panel members
- Further copy of the person specification
- Details of any tasks to be undertaken as part of the interview process
- The opportunity to discuss the process prior to the interview
- Be asked to provide proof of identity

7) The Selection Process

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

7.2 Interviews will always be face-to-face and may include additional interview techniques such as observation or exercises.

7.3 Candidates will be required to:



- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the DBS disclosure
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote fundamental British values

8) **Employment Checks**

8.1 An offer of appointment will be conditional and all successful candidates will be required to:

- Provide proof of identity
- Complete an enhanced DBS application and receive satisfactory clearance
- Provide proof of professional status
- Provide actual certificates of qualifications
- Complete a confidential health questionnaire
- Provide proof of eligibility to live and work in the UK
- Overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom, whether they are a British citizen or not

8.2 All checks will be:

- Confirmed in writing
- 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.
- Employment will commence subject to all checks and procedures being satisfactorily completed.



9) Induction

9.1 All staff and volunteers who are new to the school will receive information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

9.2 All successful candidates will undergo a period of induction and will:

- Meet regularly with their induction tutor
OR
- Meet regularly with their line manager

- Attend appropriate training including generalist child protection training

10) Supply Staff

10.1 **Chiltern Edge School** will only use those agencies which operate a Safer Recruitment Policy and supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.

10.2 **Chiltern Edge School** will carry out identity checks when the individual arrives at school.

11) Peripatetic Staff

11.1 **Chiltern Edge School** will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.