



# Safer Recruitment Policy 2021-2022

To include staff in Early Years Department and Little School

This policy is enforced along with the contents of the DfE publications:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006>

## General Policy Statement

The Governors and Headmistress of Greenfield 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. The School recognizes that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff, who share this commitment.

The following staff have completed Educare's online training in safer recruitment: Tania Botting (Head), David Brown (Deputy Head), Meg Gardiner (Bursar). On the Governing Body, Janet Day, Nick Phillips and Madalene Cook have also completed the training.

The aims of the School's recruitment policy are as follows:

- To ensure robust safeguards are in place when recruiting new staff to deter unsuitable candidates from applying for a position.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently.
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
- To ensure compliance with all relevant regulatory requirements, recommendations and guidance including the recommendations of the Working Together to Safeguard Children (2018), DfE Guidance 2013, the Disclosure and Barring Service (DBS 2012), Keeping Children Safe in Education (2020), *Teacher Misconduct: the prohibition of teachers October 2015* and Educare training on Safer Recruitment and the DfE guidance on *Disqualification under the childcare act 2006 (2016)*.

- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with, and complying, with the provisions of this policy.

The school's commitment to safeguarding should be clearly seen on the following:

- website
- advertisements
- promotional literature
- information pack
- job description
- person specification
- job offer letter
- appraisal material
- induction training material

### **Application procedure**

All candidates will be sent the following;

- A copy of the job description, including:
  - title of the job
  - who they will be reporting to
  - people that will report to the post holder
  - main duties and responsibilities
  - purpose of the job
  - salary or grade
  - the length of the probationary period
  - an explanation of the post holder's responsibility to safeguard and promote the well-being of children
- A person specification stating what skills they would need to have and how these skills would be evaluated.
- An application form (the school will not accept copies of a Curriculum Vitae) including;
  - Section to fully identify the candidate
  - Full employment history
  - Statement of how they meet the criteria from the person specification
  - Separate self-declaration of convictions and cautions
  - Signed statement that they are not banned from working with children
  - Names of two referees and a statement saying that the referees will be asked about whether the applicant has been the subject of any safeguarding concerns
- A copy of our Safeguarding Policy.
- A copy of our Privacy Policy (following GDPR regulations from May 2018)

### **Recruitment and Selection Procedure**

All applicants for employment will be required to complete a Greenfield School application form as stated above. Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed.

Two people with Safer Recruitment training will look through the applications. This will usually be the Headmistress and one other senior member of staff. Any inconsistencies or gaps that are of concern will be noted to either reject the applicant or explore further at the interview.

References for shortlisted candidates will then be taken up and one must be their most recent employer. Reference requests will include a copy of the job description and referees will be asked about the candidate's suitability to work with children and whether there have been any safeguarding concerns in relation to the person. Shortlisted candidates will not be interviewed until references have been received by the school.

The applicant will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail. There will be a minimum of one person with Safer Recruitment training at the interview. Candidates will be asked to bring photographic identification with them, a utility bill with their address on it (to ensure it matches the address on the application form), documentation showing that they are permitted to work in the UK, originals of their qualifications that show the awarding body and a completed disclosure of criminal convictions form.

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

- The receipt of an enhanced disclosure from the DBS with barred list information
- The completion of a Section 128 check to assess suitability to teach for management positions;
- Prohibition check for teachers;
- A separate barred list check if an individual will start work in regulated activity before the DBS certificate is available. All other checks will have been completed. A risk assessment will be carried out and included on the Single Central Register; A satisfactory check that there are no prohibition orders – checked using the Employer Access Online Service <https://teacherservices.education.gov.uk/> ;
- In the case of an applicant from outside of the UK, a satisfactory police check from the country of origin or country of residence
- If required for candidates for a teaching position, provision of proof of their past conduct as a teacher as issued by the professional regulating authority in the country which the applicant has worked
- 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 (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory. The school has their own reference form which must be completed by the referee. In the case of an experienced applicant the previous two employers will be required to be referees. Referees from family members will not be accepted. References must be received before interview;
- Verified the candidates right to work in the UK;
- Verified professional qualification, as appropriate.

It is a statutory requirement under the Education (Health Standards) (England) Regulations 2003 that anyone appointed to a post involving regular contact with children or young people must be medically fit. It is the School's responsibility to be satisfied that employees of the School have the appropriate level of physical and mental fitness before an appointment is confirmed.

It is the School's practice that all **successful** applicants must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and will not form part of any selection process. If necessary, the School will then arrange for the information contained in the questionnaire of the successful candidate to be reviewed by the School's medical advisor. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed timetable, extra-curricular activities and a plan of the School. If the School's medical advisor has any doubts about an applicant's fitness the School will seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence, considering reasonable adjustments and suitable alternative employment.

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

### **Pre-employment Checks**

In accordance with the recommendations of the DFE guidance the School carries out a number of pre-employment checks in respect of all prospective employees. This is in line with the Disclosure and Barring Service (DBS). An enhanced DBS check with barred list information will be carried out for staff engaged in regulated activity, unless they have been working at a school/college within the previous three months. In this case a barred list check will be carried out. A member of staff will be regarded as being in regulated activity if in the result of their work they will be responsible, on a regular basis, in any setting for the care or supervision of children or will be working regularly at Greenfield when children are in the building, whether or not the work is paid. A supervised volunteer who regularly teaches or looks after children is not considered to be in regulated activity.

### **Regulated activity**

Regulated activity as stated in KCSIE (2020) includes:

a) teaching, training, instructing, caring for or supervising children if the person is unsupervised, or providing advice or guidance on physical, emotional or educational well-being, or driving a vehicle only for children;

b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers.

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of frequency or whether they are supervised or not. This includes:

c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:

- personal care includes helping a child with eating and drinking for reasons of illness or disability or in connection with toileting, washing, bathing and dressing for reasons of age, illness or disability;

- health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

All new staff will have induction training and a two term probationary period. During the induction training, the new member of staff will be asked to read the school's Code of Conduct for Staff, the Safeguarding Policy, and the relevant section of the latest version of KCSIE.

### **Recruitment of Governors**

Before an individual becomes a governor, the school will:

- carry out an enhanced DBS check; and where such a check is made, obtain an enhanced DBS certificate (either including or not including barred list information as appropriate)
- confirm the individual's identity; and
- if the individual lives or has lived outside of the UK, where making an enhanced check is insufficient, such other checks as the Secretary of State considers appropriate.

The school also ensures that governors are not subject to a section 128 direction that would prevent them from taking part in the management of an independent school. Further checks, as the school considers appropriate, should be undertaken where, by reason of the individual's living or having lived overseas, obtaining an enhanced DBS certificate is not sufficient to establish his or her suitability to work in a school.

A separate page has been added to the SCR to record the internet checks that have been made on speakers, or visitors, to the school that will not be left alone with children.

Reviewed September 2021



Chair

Chair of the Board of Governors  
Next review date: September 2022