



SAFER RECRUITMENT & SAFER WORKING PRACTICE

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SAFER RECRUITMENT

At Reckleford School we believe the safety of children is central to everything we do. This school is committed to safeguarding and promoting the welfare of children and young people and expect all our staff and volunteers to share this commitment.'

We follow the safe practices of Somerset Local Education Authority in our recruitment and the guidance of 'Staffing & Employment advice for Schools' DFE FEB 2017.

We also adhere completely to the DFE statutory guidance for schools 'Keeping Children Safe in Education' 2016

Staff are appointed in accordance with employment law. We follow the regulations set out in the School Staffing (England) regulations 2009.

Governors Responsibilities:

Governors will:

- Ensure that these procedures are being followed
- Hold the Headteacher to account for procedure and safeguarding
- Be involved in all recruitment and appointments to the school through membership of the selection (short-listing) and interview panel and through scrutiny and monitoring by the Finance and Personnel committee.
- Be fully informed by the headteacher / senior member of staff or whistleblower (if the issue raised concerns the Headteacher / SLT or the setting) , of all concerns raised around staff conduct and safeguarding.

ADVERTS : All adverts for positions will include

- role / title
- location
- length / type of contract
- salary (if applicable)
- hours
- *a clear statement of our commitment to safeguarding and promoting the welfare of children and the need for the candidate to undertake an enhanced disclosure via DBS (a criminal check)*

APPLICATION PACK: All application packs will include

- Job description
- Person specification - essential and desirable experience, skills, attitudes & values and qualifications including a commitment to safeguarding.
- *A statement of the school aims, beliefs and values*
- *A clear safeguarding statement*
- A self-disclosure form which will only be read if the applicant is short-listed
- An application form - all job applicants will complete a county job application form in order to be considered.
- *Details of the selection process*

REFERENCES

- All applicants will be required to provide 2 referees.
- Two references will always be required for short-listed candidates.
- One of these must be from the applicant's current or most recent employer
- These must be provided, in writing, directly to the school.
- References must ask for comment on conduct, disciplinary / management issues, offences and suitability to work with children
- Referees must be informed of their legal liability to provide considered information and that their reference must not contain misstatements or omissions
- Referees must be informed that they may be contacted for clarity or further information if required.
- All referees will receive a copy of the job description and person specification

SELECTION PROCEDURE

- At least one member of every selection panel will hold an up to date certificate in Safer Recruitment (ie NSPCC)
- At least one member of each selection panel will be a Governor
- At least 2 individuals must be involved in the selection process from short-listing to interview and selection.
- Only fully completed application forms will be considered. Any which aren't may be returned to the applicant
- Short-listing and interviews will always be carried out with at least 1 member of staff &/or Governor with current safer recruitment training.
- Information on the application must be checked for inaccuracies and employment gaps
- References must be compared with the applications to check for inconsistencies. Discrepancies may be explored via phone call to the referee but a written record of conversations should be kept.
- Information on unfounded allegations should not be considered nor pursued
- Personal disclosures must be provided on a self-disclosure form in a sealed envelope and only read if an applicant is short-listed. This will include 'disclosure by association.
- Disclosures of recent serious offences must be checked with DBS

INTERVIEWS

- All candidates must bring proof of identity to interview
- Only original documents or confirmation of an award from the awarding body will be accepted as proof of necessary qualifications
- Essential qualifications can be verified by the awarding body
- Application forms must be present and referred to within the interview
- Questions must be pre-determined and the same for each candidate
- Those giving the interview should have considered 'good' (or positive and negative) answers beforehand
- Attitudes to safeguarding must be explored at interview
- Personal experiences must be explored rather than generalised answers.
- Notes must be made by interviewers in order to be able to fairly reflect and discuss after interview.

PRE-RECRUITMENT CHECKS

1. Enhanced DBS
2. Any candidate who has been / worked over-seas for 3 months or more they will require a criminal check (letter of good conduct) obtained from the relevant country. Any documents not in English must be accompanied by a 'certified translation' (translator credentials provided and official declaration that translation is accurate).
3. Any person who lived in another country from the age of criminal responsibility (each country may differ and must be researched by the school) must obtain a criminal check (letter of good conduct) from that country.
4. Self-disclosure including disclosure by association.
5. At least 2 satisfactory references
6. A check of list 99 / Prohibition orders – employer access online
7. Verification of the candidate's medical fitness
8. Verification of relevant qualifications
9. Verification of QTS for teaching posts
10. Verification of right to work in the UK

NEW STAFF & VOLUNTEERS

All volunteers will be required to have checks 1 – 4 above and barred list check.

All new staff and volunteers must read and sign up to the Staff and Volunteer Code of Conduct

All new staff and volunteers must complete safeguarding training within half a term of starting

All new staff and volunteers must receive and read the new members pack which includes up to date safeguarding documents and key policies (as listed in CP Policy)

All new staff and volunteers must complete basic Prevent Training (ie NCALT)

All newly appointed members of staff and volunteers must have a period of induction (temporary contract for this period for paid staff) of up to 6 months.

Volunteers may then be allowed to carry out unsupervised and / or regulated work after a period of induction and supervision. This will be at the discretion of the headteacher and supervising teacher for the volunteer. Until then, they will be supervised at all times

Visitors for assemblies will be interviewed by the Headteacher before the assembly to ensure the content of the assembly. The assembly will always be supervised to ensure the content of the delivery. If the assembly is a 'one off' then no further checks will be made. If the person is to visit again then all checks will be carried out and the person placed on the SCR.

DUTY TO REPORT

- an applicant who is 'disqualified' or 'barred' from working with children must be reported to the police
- Any current setting for that person must be informed. The current setting must remove the individual and inform Ofsted.

- **An applicant and any current member of staff and volunteer must disclose with regards to anyone you live with having a current conviction including those against children. That person / persons (you live with) will be barred from the site. You will not be allowed to work with children in the Nursery or year R until the school has proof in writing that a waiver has been granted by Ofsted. The school and yourself will report the facts to OFSTED. You may apply for a 'waiver'. If the waiver is granted with conditions, those conditions shall be made known to the school and adhered to. If the waiver is not granted you will only be allowed to work with children in KS1 if it is possible to redeploy your contract in this way. Advice will be sought from HR by the school. (SEE APP. 1)**
- Where it is believed that false information has provided then reporting them to the police must be considered.
- Any concerns about the candidate's suitability to work with children must be reported to the DBS
- If the candidate belongs to a professional body and there is reason to think they are in breach of the body's code then concerns should be passed to that professional body.

AGENCY STAFF

- The school must confirm that the agency carries out the same pre-appointment checks and must obtain written confirmation that they have been completed.

APPOINTMENT

- From appointment the school must keep the member of staff's application, job description, advert, interview documentation and references on file.
- All staff and volunteers will be placed on the school's Single Central Record. This will be risk assessed once a year by the Governing body and will be subject to scrutiny by Ofsted.

INDUCTION PROCESS

We follow SSE 'Induction for New Teachers and Probation for Support Staff' guidance

- **New staff and volunteers must complete a satisfactory induction period of up to 6 months from their start date, planned with formal review meetings**
- New person's training needs identified
- Expectations of conduct including safeguarding, must be discussed
- The school's code of conduct must be fully read, understood and signed up to.
- Key policies and procedures must be discussed and read (to include child protection, safeguarding, whistle blowing, acceptable user, e-safety, equality and diversity, bullying in the workplace, Health & Safety, emergency evacuation procedure, Dignity at Work code of practice)
- Support and mentoring from a suitable member of existing staff. The mentor will be able to give 2-way information to the new member of staff and to the line-manger.

- Safeguarding training must be given and the safeguarding lead and deputy must be known

ADDITIONAL INFORMATION

EYFS RATIOS

3.32. For children aged two:

- there must be at least one member of staff for every four children;
- at least one member of staff must hold a full and relevant level 3 qualification; and
- at least half of all other staff must hold a full and relevant level 2 qualification.

3.33. For children aged three and over in registered early years provision where a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is working directly with the children²⁰:

- there must be at least one member of staff for every 13 children; and
- at least one other member of staff must hold a full and relevant level 3 qualification.

3.34. For children aged three and over at any time in registered early years provision when a person with Qualified Teacher Status, Early Years Professional Status, Early Years Teacher Status or another suitable level 6 qualification is not working directly with the children:

- there must be at least one member of staff for every eight children;
- at least one member of staff must hold a full and relevant level 3 qualification;
- at least half of all other staff must hold a full and relevant level 2 qualification.

APPENDIX 1

Disqualification by association: Legislation under which you may be disqualified

Regulation 9 of the 2009 Regulations (Child Care) states:

Persons living or working on premises where a disqualified person lives

9. Subject to regulation 10, a person who lives—

- (a) in the same household as another person who is disqualified from registration; or
 - (b) in a household in which any such person is employed,
- is disqualified from registration.

If you are aware that you fall into this category it is your responsibility to make your employer aware.

Once this information is disclosed the School will take advice from HR (Human Resources) and will need to inform Ofsted using disqualification@ofsted.gov.uk .

The school will tell you they have done this and advise you to apply to Ofsted for a waiver application form (at the same address) for a waiver of disqualification and make clear what information you will need to share.

Until a decision is made regarding the waiver you may not be able to work with children under 6 within the school.

Waivers

10.—(1) Subject to paragraph (4), where a person (“P”) would be disqualified from registration

by virtue of regulation 4, 5, 7(1) and 7(3) or 9 but has disclosed to the Chief Inspector the facts which would otherwise cause P to be disqualified, the Chief Inspector may give consent to waive the disqualification for any or all of the following purposes—

(a) voluntary registration under Chapter 4 of Part 3 of the Act;

(b) the provision of early years or later years provision to which section 76 of the Act applies;

(c) direct concern in the management of early years or later years provision to which section

76 of the Act applies;

(d) employment in connection with the provision of early years or later years provision to which section 76 of the Act applies.

(2) When the Chief Inspector gives consent under paragraph (1), P shall not, in respect of the disclosed, be regarded as disqualified from registration for the purposes specified in the Chief Inspector’s consent.