

## **18g Safer Recruitment Policy**

Last Updated: January 23

Review Date: January 24

Approved by Governors: 31<sup>st</sup> January 2023

This policy is made available to all job applicants at the outset of the recruitment process.

Staff members working in Hemdean House School (HHS) are committed to providing high-quality care and education for the children. Our primary concern is the safety and welfare of the children and ensuring that every member of staff is suitable for his or her role and responsibilities. Employees have relevant qualifications to teach and care for children and there is an ongoing programme of training to ensure that an appropriate standard of care and education is maintained.

### **Implementation of the policy**

The Headteacher must ensure that:

- In the absence of the Headteacher the Deputy will be responsible.
- Parents are aware of the policy for recruiting suitable persons within the School.
- All the adults who educate and care for the children understand the welfare requirements.
- Members of staff have the relevant qualifications and experience relevant to their roles within the School.
- Members of staff are offered support to further their qualifications and to develop their skills, knowledge and expertise in education. This includes drawing up and implementing an action plan to develop the skill base of staff.
- The safety and welfare of the children are paramount when staff are recruited, and when students and volunteers are accepted to work in the School. All adults employed are vetted for their suitability to work with children in accordance with the EYFS Welfare requirements, Safer Recruitment Procedures and the DfE requirements.
- Any adults who have not been checked will be accompanied by a member of staff at all times. This includes all visitors, suppliers and entertainers.
- All adults working in the School are physically and mentally fit to educate and care for children.
- The education and care provided for the children in the School is consistent, safe and meets the particular needs of individuals.
- Ensure that all staff, students and volunteers sign the Staff Code of Conduct and that they behave in accordance with it.

### **Recruiting suitable staff**

- When recruiting suitable staff, the positions are advertised through preferred suppliers and in the locality of the setting.

- A job description and person specification is drawn up, which detail the role and responsibilities of the post, as well as the qualifications and experience required. This information is made available to prospective applicants, along with an application form and details about our setting.
- Applicants are asked to complete an application form, giving details of their qualifications, and experience.
- At least two people carry out the shortlisting exercise and for a consistent approach, ideally those same two people will also carry out the interview.
- As part of the shortlisting process we carry out an online search. This will help to identify any incidents or issues that have happened and are publicly available online.
- Interviews are held for applicants who provide a satisfactory written application. The interview panel will consist of at least two people, at least one of who will have up to date Safer Recruitment training.
- Applicants who are called for interview are asked to provide the original certificate(s) of their relevant qualifications (not photocopies), identification and right to work in the UK.
- Applicants are asked to provide referees who can confirm their recent experience of working within Schools. These references will be obtained before interview, where possible.

### **Through the interview process**

- We check that applicants know and understand the requirements of the welfare requirements, taking into account the role and responsibilities of the post.
- We check that applicants understand the needs of children and that they have an understanding of equal opportunities issues.

### **Agency and Third-Party Supply Staff**

For agency and third-party supply staff, HHS obtains written confirmation that the employment business supplying the member of supply staff has carried out the relevant checks and obtained the appropriate certificates, the date this confirmation was received and whether details of any enhanced DBS certificate have been provided in respect of the member of staff is all recorded on the single central register.

### **Offers**

We carry out checks to ensure the suitability of prospective staff through the appropriate procedures of the Disclosure and Barring Service (DBS), the Barred List, the Protection of Children Act (PoCA) lists and through Teacher Services Secure Access the following lists are checked:

- Teachers who have failed to successfully complete their induction or probation period.
- Teachers who are the subject of a suspension or conditional order imposed by the General Teaching Council (prior to its abolition).
- Teachers and others who are prohibited from teaching in England.
- Individuals who are barred from taking part in the management of an Independent School (including academies and free Schools).
- Teachers sanctioned (since 18 Jan 16) EEA member states by an EEA member state regulator of the teaching profession or when not available a letter of professional standing.
- Prohibition from Management checks are carried out for all staff with management role including Governors. Once we have chosen a successful candidate, we send the prospective member of staff a written offer for the position.
- The Chair of Governors needs their Enhanced DBS to be signed off by the Secretary of State

## **Induction and Training**

- We provide a period of induction to all new staff.
- A qualified, experienced member of staff acts as a mentor to all students and new recruits.
- We offer an ongoing planned programme of training to enable staff to improve their skills and abilities, and keep up to date with current initiatives. Evidence of additional training and qualifications are held in staff records.
- We use a staff appraisal scheme so that employees have regular opportunities to discuss their individual training needs with the Headteacher.
- Before an appointment is made, we ask to see evidence of qualifications and recent experience.

## **Recruiting Ex-Offenders**

As an organisation which uses the Disclosure and Barring service, Hemdean House complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

A DBS check will be carried out before appointment to any job at HHS is confirmed. This will include details of convictions, cautions and reprimands, as well as 'spent' and 'unspent' convictions and those not 'protected'. A criminal record will not necessarily be a bar to obtaining a position.

At interview, or in separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.

We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.

We ensure that staff at HHS who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offenders.

Having a criminal record will not necessarily bar you from working for HHS. This will depend on the nature of the position and the circumstances and background of your offence(s).

## **Children Act Regulations relating to our policy**

The Independent Schools Inspectorate (ISI) must be informed of any changes to the person in charge or to adults who live or work on the premises. The ISI must also be informed of any factors that might affect their suitability to work with children. Details of the names, addresses and telephone numbers of all staff and other persons who are regularly in unsupervised contact with children are kept on the premises. Staff members complete an annual declaration.