



St Christopher's School
Safer Recruitment Policy
2018-19

Review Date: Sept 2019

(All staff responsible for recruitment; Head Teachers and Deputy Head Teachers)

St Christopher's School and Inspired Learning Group are committed to strict procedures for safer recruitment, safeguarding children and child protection. We strive to comply with statutory requirements and to ensure our procedures are rigorous enough to meet the highest standards of good safeguarding practice.

Policy Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. As an ILG school, St Christopher's is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation including the KCSiE Sept 2018, Working Together to Safeguard Children (WT)

In order to help safeguard and promote the welfare of all its pupils, the School is committed to a thorough and consistent Safer Recruitment Policy.

Aims and Objectives

The aims of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff. ILG schools have the principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit, as measured against the Job Description and Person Specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

This policy's objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at St Christopher's. The school Proprietor and Inspired Learning Group staff assisting in governance are also subject to the appropriate Safer Recruitment checks as set out in the Independent Schools Regulations.

Recruitment Procedures

1. All role analyses and recruitment advertisements/literature will ensure that it is clear that full references (current or previous employer, no friends or family) and a new DBS Enhanced Disclosure will be undertaken.
2. At interview, gaps in employment history must be discussed with the candidate. All ILG positions are exempt from the Rehabilitation of Offenders Act 1974. This is specifically noted on the Application Form. Staff who may be employed to begin work before DBS clearance is made will be appropriately risk assessed and supervised if necessary (see 4. below). Furthermore, ID documents will be required at interview or before interview.

3. ILG employ the services of TMG to process all DBS Enhanced Disclosure applications – this includes automatic checking of Barring List and, if applicable, an overseas DBS. All staff including Directors and Proprietors, irrelevant of the date of their last application, MUST apply for a new DBS with ILG. Portability is no longer applicable nor will gaps in employment with ILG be accepted. All staff must renew their DBS every 3 years. The HR Administrator will notify the Head Teacher on a monthly basis of the DBS status of all staff/directors within the school – any staff who are due for renewal will be sent the appropriate paperwork in good time. This applies to non-employed staff of ILG who work regularly in the School – peripatetic staff, parents and volunteers.
4. It is accepted that staff may be employed before the completion of the DBS process – this is only deemed appropriate if:
 - a) there is a significant and detrimental effect on service delivery,
 - b) that the new member of staff is fully supervised by a DBS checked member of staff and
 - c) is never left alone with children.
5. It is a legal obligation that employers verify whether a potential employee has the right to work in the UK. It is important that candidates can supply ORIGINAL copies of appropriate documentation (as per the checklist for interview).
6. It is ILG's policy not to use agency staff. Where temporary, relief or supply staff are required, these must only be staff that have already been interviewed and hold an ILG DBS. It is recommended that temporary, relief or supply staff renew their DBS annually due to the casual and ad hoc nature of their work.
7. If a contractor or emergency call out contractor is working on site, the Head Teacher must complete a risk assessment and must also supervise the contractors whilst on site if within the vicinity of children. In all likelihood, contractors will work outside the school opening hours but on the occasions this is not possible, the Head Teacher takes full responsibility for monitoring the contractors whilst on site and move children to a different area if work needs to take place in a specific classroom/base room. It is the policy of ILG that all contractors have either a List 99 check or a DBS.
8. It is generally the policy of ILG not to accept work placement applications; applications from volunteers and the services of parents/grandparents. On rare occasions when this policy does not apply, then the full DBS process must be completed before the placement/support can commence. Non employed staff of ILG must at all times be supervised by a DBS checked member of staff if not holding a current DBS check for ILG.
9. *Prevent* requires schools to set out clear protocols for ensuring that any visiting speakers, whether invited by staff or by the pupils themselves, are suitable and appropriately supervised. The School is clear in the importance of ensuring that all visitors maintain appropriate standards of behaviour throughout their visit.
10. Please also refer to the detailed and specific setting policy relating to safeguarding children.

11. APPOINTMENT PROCEDURE (see also Safeguarding Policy)

The following checks must be made before an appointment is confirmed.

1. Evidence of identity, including name address and date of birth;

2. Application Form with checks on any gaps in employment and a record that the reasons for any gaps are satisfactory;
3. Number and date of DBS or children's barred list check;
4. A Prohibition Order check and EEA check and other checks accessed through the Department for Education for teaching staff;
5. Two references requesting referees to give any reason why the applicant should not be employed for work with children; if a reference is taken over the telephone, detailed notes should be taken, dated and signed;
6. Evidence of qualifications (if relevant);
7. Medical declaration;
8. Evidence of permission to work (for any member of staff who is not a national of a European Economic Area (EEA) country);
9. Evidence of checks provided by another country for an applicant who has worked abroad (if applicable);
10. Where the candidate is applying for a Management position, a Prohibition from Management check will be carried out prior to appointment.
11. Interview with written record of outcome.

The procedure should include:

1. Informing applicants that any previous employer may be contacted;
2. Following up references with telephone calls where this is considered desirable;
3. Making contact with the School at which the applicant last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving);
4. Making clear that checks must be completed before an appointment can be confirmed and that any offer of employment is subject to these checks.
5. Where an application has been made for a full enhanced DBS and all other safer recruitment requirements have been satisfied, but the school is awaiting the final stage of DBS clearance, the school will undertake a barred list check for the applicant whilst awaiting the DBS clearance. A full risk assessment will be carried out to minimise any residual risk and this will be agreed and signed by the Proprietor. Where judged appropriate, a new appointee may be asked to await the full completion of the DBS process and may not be able to start work until this is complete.
6. A written risk assessment of any candidate, made and agreed with the proprietor for any residual risks relating to any candidate, even where all checks have been satisfactory.
7. All staff associated with school governance including the Proprietor will also need appropriate checks, as detailed above.

Induction and Probationary Period:

1. New members of staff are required to complete Induction, which places an emphasis on gaining familiarity with child protection and safeguarding good practise.
2. New members of staff will be required to familiarise themselves with the staff handbook, KCSIE Sept 2018 and their Prevent Duty.
3. The performance of each new member of staff and their adherence to good safeguarding practice will be reviewed by the Headteacher towards the end of their probationary period.

4. Permanent members of staff are expected to abide by the staff code of conduct and school safeguarding policy.
5. Permanent members of staff are normally required to complete a Disqualification from Childcare , including by Association declaration every year or at the discretion of the Headteacher.

All these checks for newly appointed staff will be recorded on the Single Central Register.

Signed by Amit Mehta, Proprietor

A handwritten signature in black ink, appearing to read 'Amit Mehta', is centered on the page.