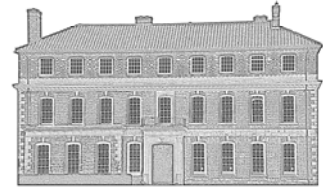


WINDLESHAM HOUSE SCHOOL

SAFER RECRUITMENT POLICY



Windlesham

Reviewed: January 2011

Policy Ref: 018

1) Policy Statement

- a) Windlesham House School regularly reviews its recruitment procedure to ensure the safety of its children by preventing as far as possible, unsuitable people from working here.
- b) The following nine elements are part of the routine recruitment procedure for all teaching and non-teaching Staff (including ancillary Staff).
- c) The Bursar and Bursary Administrator, who are members of interview panels, have both completed training in Safer Recruitment.
- d) A copy of our Employment File Staff Details Cover Sheet is attached (Attachment I).

This policy also applies to our Early Years Foundation Stage and after School care.

2) Criminal Records Checks

- a) Pre-employment checks are required for all Staff at the School, including GAP Students and for people working on behalf of the School, such as the School's volunteers, the self-employed, contractors and agency Staff.. They include the successful completion of a Disclosure from the Criminal Records Bureau (CRB) at an Enhanced or Standard level, a List 99 Check, Police Check for overseas applicants and the Protection of Children List as appropriate.
- b) Enhanced Disclosure is required for anyone whose duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age. The School also requires an Enhanced Disclosure from the CRB for any other staff or volunteers.

3) Identity

We check the identity against an official document such as a passport or birth certificate.

4) References

We take at least two written references, including from the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there is no material misstatement or omission relevant to the suitability of the applicant. Two personal references are also required of all volunteers who may work or attend the School.

5) Veracity of References

We refer directly to the Referee to verify the reference.

6) Interview

We carry out a personal interview, with a written record of issues covered and the assessment by the interviewer(s).

7) Veracity of Qualifications

We seek verification of any qualification offered by the candidate, with a written record of those verified.

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8) Full Employment History

- a) Requirement that Applicants supply a full employment history, stating that any previous employer may be approached by the School.
- b) Exploration of Reasons for Termination of Previous Employment.
- c) Contact by the School, where feasible, with each previous employer involving work with children or vulnerable Adults to check the reasons the employment ended.

9) Explanation of Gaps in CV

- a) Explanation of any gaps in the CV, with a written record by the School explaining the reasons for any gaps and that the reasons have been sought and are satisfactory.
- b) Where Staff are recruited from abroad, or have resided overseas within the last five years, the School will try to obtain a 'certificate of good conduct' or equivalent from the relevant authorities of the Applicant's home country where such facilities are available. This is in addition to the checks outlined in this document for all Staff.
- c) Where the School has not received the full CRB disclosure information before a Member of Staff arrives, as a result of a failure of CRB to respond to a disclosure application, the Member of Staff will be List 99 checked and may then work but only under special supervision with no unsupervised access to children.
- d) If the School discovers that an Applicant has made a false statement in attempting to gain employment at the School, this will be reported to Department of Children, Families and Schools (DCFS) for them to consider misconduct action against the Applicant and should the Applicant be employed, we will invoke our Disciplinary Procedure if the false statement is discovered as anytime thereafter.

10) Verification of Medical Fitness

The School verifies the medical fitness of Staff to work with children.

11) Notes on Assessing CRB Disclosures

- a) If a CRB Disclosure shows that a person is disqualified from working with children by virtue of Section 35 of the Criminal Justice and Court Services Act 2000, the School should immediately take steps to remove the person from the premises, if he or she is already at the School and should contact the CRB to ensure that the Bureau has reported the matter to the Police to investigate whether the person has committed an offence by applying for, or undertaking work with children while disqualified.
- b) Similarly if a Disclosure reveals that a person is barred by DCFS and is on List 99, the School should immediately contact the DCFS Teacher Misconduct Team (Telephone 01325 392162) to confirm the position and obtain further advice. In the meantime the person should be suspended from contact with children.

**WINDLESHAM HOUSE SCHOOL
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Windlesham

Attachment I

CHECKLIST FOR STAFF APPOINTMENT

Name:

Post:

Date of Appointment:

Procedure	Date	Initials	Comment
References Received:			
Referee 1:			
• Date Requested			
• Written Reference Received			
• Contacted to Verify			
Referee 2:			
• Date Requested			
• Written Reference Received			
• Contacted to Verify			
Referee 3:			
• Date Requested			
• Written Reference Received			
• Contacted to Verify			
Full Employment History Checked			
Previous Employers (involving work with children or vulnerable adults) contacted to			
Check why applicant had left			
Interview:			
Identity Checked			
Qualifications checked			QTS, GTC etc
Immigration Status Checked			
Health Questionnaire Checked			
Written Record of Interview			To include satisfactory explanation of any gaps
Pre-Appointment			
Issue of conditional offer of appointment (incl. written contract & job description)			
List 99 Check			
CRB Check (at Enhanced Level)			
Risk Assessment			Does not apply to any staff who work with boarders beyond the school curriculum day
Signed Contract Received			
Signed to Acknowledge: Child Welfare & Protection policy, Staff & Boarding Handbooks			