

WINDLESHAM HOUSE SCHOOL

POLICY: SAFER RECRUITMENT



Approved: 18 March 2021
Last Technical Review: March 2021

Next Review Date: March 2023
Policy: 01-05

Responsible Member of Staff: HR Manager, Nikki Hovell

Responsible Governor: Martina Asmar

Statement of Policy: *The safe recruitment of staff in school is the first step to safeguarding and promoting the welfare of children in education. Windlesham House School 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.*

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

1 Aims and objectives

This policy is designed to facilitate safer recruitment and selection practice and ensure that the school meets all legal requirements and best practice towards the safeguarding of children at Windlesham.

This policy covers the recruitment and selection process from the planning and advertising of vacancies through to appointment and induction. Windlesham House aims to conduct all recruitment and selection of staff in a professional, timely and responsive manner and by following best practice guidance.

If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant, then they are required to declare this as soon as they are aware of the individual's application.

2 Roles and responsibilities

The governing body of the school has the responsibility to ensure that effective policies and procedures are in place for recruitment of all staff and volunteers.

The Headmaster, Bursar and managers involved in recruitment have the responsibility:

1. To ensure that all appropriate staff who undertake recruitment have received safer recruitment training;

2. To ensure that the school operates safer recruitment procedures and makes sure all appropriate checks are carried out;
3. To monitor contractors' and agencies' compliance with our policy and legislative requirements;
4. To promote the welfare of children and young people at every stage of the procedure;
5. The governing body has delegated responsibility to the Headmaster (teaching staff) and Bursar (support staff) for all appointments.

3 Recruitment and selection procedure

1. Vacancy – once a vacancy is identified a Job Description and Person Specification will be produced.
2. Advertising – to ensure equality of opportunity, Windlesham House will advertise all vacant posts to encourage as wide a field of candidates as possible. Vacancies are advertised on the school website, through social media, online job sites and in local or national press. All advertisements we publish must state *"The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service"*

4 Application form

All candidates are required to complete in full and sign our standard application form containing questions about their academic and full employment history accounting for any gaps or discrepancies in employment history. Applicants submitting an incomplete form will not be shortlisted.

The application form will be accompanied by clear "Explanatory Notes" to facilitate the completion of the form correctly and to provide the necessary legal information. It will also explain clearly the pre-appointment checks upon which any offer of appointment is conditional.

5 References

References for short listed applicants will be requested immediately after shortlisting. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted at that stage.

All offers of employment will be subject to the receipt of a minimum of two references which are considered satisfactory by Windlesham House.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Any discrepancies will be followed up and direct contact by telephone will be undertaken with each referee to verify the reference.

6 Interviews

Interviews are conducted face to face and candidates are asked to bring with them proof of their identity, right to work in the UK and their qualifications. Only original documents are accepted and photocopies of these are taken and retained by the school. All documentation is required to be in accordance with the DBS Code of Practice Regulations. Such documents for subsequently unsuccessful applicants will be destroyed at the end of the recruitment process.

Teaching interviews are held by the Headmaster, Deputy Head, and the Assistant Head (Academic). Less formal meetings are held with key members of the relevant department or team throughout the day. Teaching candidates are given a tour of the school and are asked to teach a class whilst being observed.

7 Offer of employment

A conditional offer of employment is made in writing to the successful candidate: the offer is made subject to:

1. Receipt of at least two satisfactory references (if these have not already been received);
2. Verification of identity and professional qualifications including, where appropriate, evidence of the right to work in the UK;
3. A satisfactory enhanced Disclosure and Barring Service (DBS) check and if appropriate, a check of the Barred List maintained by the DBS;
4. Where a candidate has worked or been resident overseas in the previous five years, such checks and confirmation as the school may require.
5. For a EEA teaching candidate, a satisfactory letter of professional standing issued by the professional regulating authority in the country in which they worked.
6. For a candidate to be employed as a teacher, a check that the candidate is not subject to a prohibition order issued by the Secretary of State;
7. Receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (as amended)
8. If relevant, evidence that the candidate has not been prohibited from participating in the management of independent schools and;
9. Evidence of satisfactory medical fitness.

8 If a disclosure is delayed

If an enhanced DBS is delayed the Head may allow the member of staff to commence work after the completion of a risk assessment, signed off by the Bursar, and under the following conditions:

- Without confirming the appointment;
- Provided that the DBS application has been made in advance;

- After a satisfactory check of the barred list if working in a regulated activity;
- All other relevant checks have been completed satisfactorily;
- With appropriate safeguards taken i.e. supervision arrangements in place;
- Safeguards reviewed at least every two weeks;
- Ensure the person in question is informed of the safeguards in place;
- Add a note to the SCR.

9 Criminal record checks

Pre-employment checks are required for all staff at the school and for people working on behalf of the school, such as volunteers, the self-employed, contractors and agency staff. They include a disclosure from the Disclosure & Barring Service, a Barred List Check, Police Check for overseas applicants and completion of a Staff Suitability Declaration. In the case of agency staff the School will obtain written confirmation from the agency that it has carried out the appropriate checks. The School conducts identity checks and will require the provision of the original DBS certificate on agency or contract workers.

10 Volunteers

A risk assessment will be carried out for all volunteers to determine whether the person would be in regulated activity and if so an Enhanced DBS with barred list would be obtained. For volunteers who are deemed not to be in regulated activity, an Enhanced DBS with no barred list should be applied for. One off volunteers do not require any vetting checks but should be supervised at all times and must not undertake any kind of personal care.

11 Visiting Speakers

All visiting speakers will be subject to the School's usual visitors signing in protocol. This will include signing in and out at Reception, the wearing of a visitor's badge at all times and being escorted by a fully vetted member of staff. The School will also obtain such formal or informal background information about a visiting speaker as is reasonable in the circumstances to decide whether to invite/permit a speaker to attend the School.

12 Starting employment

All staff and volunteers who are new to the school will receive information on the School's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour. These expectations will form part of new staff members' induction training.

13 Record keeping

All required employee information is recorded on the Checklist for New Appointments which is completed, and the original kept on the employees personnel file. The information on these sheets is collated onto the School's Single Central Register.