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# PARKSIDE HOUSE SCHOOL

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Safer Recruitment



SEPTEMBER 18 REVIEWED SEPT 2019

Parkside House School is committed to safeguarding and promoting the welfare of children in its care and expects all staff and volunteers to share this commitment (see Safeguarding and Child Protection Policy). In order to safeguard and promote the welfare of its pupils and ensure that risk of harm is minimized, the School employs a Safe Recruitment and Selection Policy which complies with national guidance. All recruitment procedures involve the following:

Job adverts clearly state that "Parkside House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

Parkside House School will only arrange a DBS check on a successful job applicant and will withdraw a job offer if the results show anything that would make the applicant unsuitable.

A further check, prior to Employment on Teacher Services [Secure access portal](#). Will be used before appointing a teacher. Which includes the following checks:

- the award of QTS
- completion of teacher induction
- prohibitions, sanctions and restrictions that might prevent the individual from taking part in certain activities or working in specific positions
- All references and qualifications will be verified.

All job descriptions will state the main duties of the post and include the statement that 'All adults employed by the School are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with'.

The Person Specification will state the competencies and qualities required by the successful candidate and will state that the interview will thoroughly explore issues relating to safeguarding and promoting the welfare of children.

Additionally, for short-listed candidates, any relevant issues relating to employment breaks or reference queries will be taken up at interview.

The information pack for candidates will include

- 1) Job description – (The job description should clearly state the main duties and responsibilities of the post/person specification/ the post holder's responsibility for promoting and safeguarding the welfare of pupils at the school/details of the post, job title and a breakdown of any managerial and/or budgetary responsibilities)
- 2) Job application form
- 3) Summary of Child Protection Policy
- 4) Summary of Behavior Policy
- 5) School information
- 6) Application and Recruitment Process – Explanatory Note
- 7) Equality & Diversity Policy

When shortlisting, the School will pay particular attention to:

- 1) Unexplained gaps in employment
- 2) Discrepancies
- 3) Repeated changes of employment

Incomplete application forms will not be shortlisted. Any discrepancies, anomalies' or gaps will be followed up. Direct contact by phone will be undertaken with each referee, and the candidate to clarify any gaps. Open references or references from family members will not be accepted.

The School aims to ensure that all who seek employment, or volunteer to help, have equal opportunity, and that the most suitable applicant will be appointed for any post advertised. Commitment to implementing the School's Equality & Diversity Policy will form a part of the requirements of all employees.

References will be sought before interviews take place. Open references and testimonials provided by applicants will not be accepted. No candidate will be appointed until a verified reference is received and scrutinized. For successful candidates, written references will be verbally verified. At least one of the references should be the current employer. If the candidate is not currently working in a school, in order to confirm employment details and reasons for leaving, contact will be made with the school at which he or she last worked. All referees will be asked whether they believe the applicant is suitable for the job of which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children. Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support Terrorism or any form of extremism

All applicants will undergo a face to face interview where questions pertaining to child protection will be asked

All candidates will be asked to bring identity proof with them e.g. a current driving license or passport, a full birth certificate. Photographic identity should be included, plus a document such as a utility bill showing the candidate's current name and address. Evidence of these checks should be retained by the School, in spite of the fact that they are part of the 'disclosure' process.

All candidates will be asked to bring original documents confirming any educational and professional qualifications relevant to the post.

All interviews will be conducted by a minimum of two people and be face-to-face. A member of Senior Leadership will always be present. At least one member of the interview panel will have undertaken at least the safer recruitment online training. During the interview process any gaps or anomalies which have not already been explained will be explored to ensure that the chosen applicant can meet the safeguarding criteria. Any gaps or anomalies will be recorded and placed with the candidate's application form, interview answers and all other documentation related to recruitment and then stored in the staff personal file.

Where there are serious concerns about an applicant's suitability to work with children, the facts will be reported to the Secretary of State (via the DfE) and also be considered for reporting to the police.

### **Conditional Offer of Appointment: Pre-Appointment Checks**

An offer of appointment to the successful candidate should be conditional upon:

- The receipt of at least two satisfactory references – verified by phone
- Verification of the candidate's identity/date of birth and address
- Completed application form
- An Enhanced DBS check
- Right to work in the UK
- Verification of the candidate's medical fitness/right to work statement
- Verification of qualifications
- Verification of professional status where required, e.g. QTS status
- Evidence from the agency supplying the member of staff (if applicable)

All checks should be added to the 'Centralised Register of Appointments'. This is maintained by the Administrator, in a locked filing cabinet, with limited access. All new employees must present their DBS to the school office to be checked before or at the latest on the day they begin employment.

### **When should a DBS check be completed?**

DBS check will be completed on all staff prior to starting work at PHS as soon as they accept the position offered, they must attend the school within the week and present documents and complete DBS form. If a staff member's start date proceeds the return of the DBS disclosure the staff member may be allowed to start supervised work at school using their previous DBS disclosure.

### **Starting Work Pending a DBS Disclosure**

Where an employee is to start work pending a DBS check, the individual will be appropriately supervised and a risk assessment completed.

### **Overseas Checks**

Applicants who have lived/travelled abroad for more than 3 months will need to obtain a criminal records check from the relevant country. The applicant will not be permitted to commence work until the overseas information has been received and is considered satisfactory by the school.

### **Dealing with Convictions**

The school operates a formal procedure if a DBS certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also;

- The nature, seriousness and relevance of the offence
- How long ago the offence occurred
- One off or history of offences
- Changes in circumstances
- Decriminalization and remorse

A formal meeting will take place face-to-face to establish the facts with the Head. A decision will be made following this meeting. In the event that the relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the head will evaluate all the risk factors above before a position is offered or confirmed.

In the event that a disclosure is obtained relating to a potential Governor the matter will be referred to the chair of Governors.

If an applicant wishes to dispute any information contained in a Disclosure they may do so by contacting the DBS. In cases where the applicant would otherwise be offered a position where it not for the disputed information, the school may where practicable and at its discretion defer a final decision about the appointment until the applicant has had a reasonable opportunity to challenge the Disclosure information.

All appointed staff will undergo an induction process where they will receive an induction pack which includes information and written statements of: policies and procedures in relation to:

- No Smoking Policy
- Complaints Policy
- Confidentially Policy
- Keeping Children Safe in Education Part 1 (Pink Booklet)
- Child Protection Policy & Safeguarding
- Code of Conduct for Staff
- Health & Safety Policy
- Pupil Tracking Policy and Procedure
- Allegations against Staff
- Anti- Bullying Policy
- Acceptable use of Internet
- Exclusions
- Health & Safety of Pupils on Educational visits
- Risk Assessment Policy
- Behaviour Management & Physical Intervention
- Grievance Policy
- Absence Management
- Whistleblowing Policy
- Allegations against Staff
- Equality & Diversity
- Missing Children Procedure

### **Register of checks**

A single central register of all recruitment and vetting checks is kept for all members of staff, volunteers and others brought into the School to provide additional teaching or instruction. The register shows the date on which each check was completed or the relevant certificate obtained and indicates who carried out the check.

### **Storage of records and other checks**

These are kept with the Administrator in a lockable filing cabinet. The School keeps a staff file where all staff members have an individual section.

- Evidence of identity, including name, address and date of birth
- Title of post and date of appointment
- Character and other professional references (the previous employer will provide such references, but one other reference should also be obtained, and if a reference is taken over the telephone, detailed notes are taken, dated and signed)
- CV's where applicable
- Evidence of qualifications (if relevant)
- Medical declaration/Fitness for work
- Evidence of permission to work (for any member of staff who is not a national of European Economic Area (E) country)
- Evidence that applicants have obtained a relevant criminal records check from the country they have worked or lived in.
- As each check is completed, it is signed and dated.
- The School will henceforth inform applicants that any previous employer may be contacted.