

PARKSIDE HOUSE SCHOOL

SAFER RECRUITMENT

&

SELECTION POLICY

July 2014

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 minimised, 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."
- All successful applicants will need to undertake a DBS check. Employment records, references and qualifications will be verified. See below for more detail.
- 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 Behaviour 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 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 scrutinised. 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 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 licence 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. A member of Senior Leadership will always be present. At least one member of the interview panel will have undertaken the safer recruitment online training.
- 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 consider reporting it 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
- A check of DBS
- 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.

Starting Work Pending a DBS Disclosure

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

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
- Confidentially
- Lone working
- Safeguarding
- Health & Safety
- Pupil Tracking
- Allegations against Staff
- Anti- Bullying
- Acceptable use of Internet
- Exclusions
- Health & Safety of pupils on Educational visits
- Risk Assessment
- Behaviour Management
- Grievance
- Absence Management
- Critical Incident
- Physical intervention
- Data Protection
- First Aid Management
- Equality & Diversity
- Code of Conduct for Staff

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 indicate 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 individual section.

- Evidence of identity, including name, address and date of birth
- Title of post and date of appointment
- A copy of DBS certificate
- 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)
- Certificate of Good Conduct for those who have worked abroad
- As each check is completed, it is signed and dated.
- The School will henceforth inform applicants that any previous employer may be contacted.

