



PARKSIDE HOUSE SCHOOL

SAFER RECRUITMENT POLICY



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School Year 2017-2018

This Safer Recruitment policy forms an essential element of our safeguarding policies and procedures. In implementing this policy, staff must recognise the links between the Safer Recruitment Policy and other school policies and arrangements, including the Child Protection Policy, Concerns and Complaints Policy and Whistleblowing Policy. The measures described in this policy are applied in relation to everyone who works at PHS including those who may not have direct contact with children and vulnerable adults as a result of their job. This includes office staff and workers not on the payroll, e.g. staff employed by contractors.

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 the DFE guidance Keeping Children Safe in Education 2016. All staff must read part 1 of this guidance.

Safeguarding information;

Safeguarding and promoting the welfare of children is protecting children from maltreatment, preventing impairment of children's health or development, ensuring that children grow up in circumstances consistent with the provision of safe and effective care, and taking action to enable all children to have the best outcomes.

The role of the school

The school staff are particularly important as they are in a position to identify concerns early and provide help for children. Schools form part of the wider safeguarding system for children. At PHS and in line with the statutory guidance Keeping Children Safe in Education 2015 we have two designated safeguarding leads, Miss M Maxwell and Mrs Young who will provide support to staff to carry out their safeguarding duties and who will liaise closely with Local Authority LADO's.

All school staff have a responsibility to provide a safe environment in which children can learn and have a responsibility to identify children who may be in need extra help or who are suffering or likely to suffer significant harm, all staff have a responsibility to take action and report this to the designated safeguarding lead. All staff members will receive appropriate safeguarding training. All staff need to be aware of the signs of abuse and neglect so that they are able to identify cases of children who may be in need of help.

Knowing what to look for is vital in the early identification of abuse and neglect, if staff members are unsure they should speak to the designated safeguarding leads.

Elements of Safer Recruitment

Safer practice in recruitment means thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children and vulnerable adults at every stage of the process. It starts with the process of planning the recruitment exercise and, where the post is advertised, ensuring that the advertisement makes clear our commitment to safeguarding and promoting the welfare of children and vulnerable adults. It also requires a consistent and thorough process of obtaining, collating, analysing and evaluating information from and about applicants. PHS uses a standard application form for all candidates and does not accept CVs.

Main elements of the process include:

- establishing members of the recruitment panel;
- ensuring the job description makes reference to the responsibility for safeguarding and promoting the welfare of children and vulnerable adults;
- ensuring that the person specification includes specific reference to suitability to work with children and vulnerable adults;
- obtaining and scrutinizing comprehensive information from applicants, and taking up and satisfactorily resolving any discrepancies or anomalies making sure that there are no gaps in the candidate's life and employment history and that any gaps are investigated and documented, with reasons, in the interview file;
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults and following up any concerns;
- a face-to-face interview that explores the candidate's suitability to work with children and vulnerable adults as well as his or her suitability for the post;
- verifying the successful applicant's identity;
- verifying that the successful applicant has any academic or vocational qualifications claimed;
- checking his or her previous employment history and experience;
- verifying that s/he has the health and physical capacity for the job;
- the mandatory DBS Barred list check (which replaced List 99) and a DBS certificate (which replaced the CRB disclosure in Jan 2013);
- verifying the right to work in the UK and police checks (for overseas candidates);
- Prohibition Register check .

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 team 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
 - Prohibition by the secretary of state 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.

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.

Post-Appointment: Induction

There is an induction program for all staff newly appointed to our school, including teaching staff, regardless of previous experience. The purpose of induction is to:

- provide training and information about our policies and procedures;
- support individuals in a way that is appropriate for the role for which they have been engaged;
- confirm the conduct expected of staff within the school;
- provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities; and
- to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The induction program includes information and written statements of:

- policies and procedures in relation to safeguarding and promoting welfare e.g. child protection, anti-bullying, anti-racism, physical intervention or restraint, internet safety and local child protection and safeguarding procedures all staff will need to read part 1 of Keeping Children Safe in Education Statutory guidance for Schools and Colleges March 2015.
- safer working practice and the standards of conduct and behaviour expected of staff and pupils at PHS
- how and with whom any concerns about those issues should be raised; and
- Other relevant personnel procedures e.g. disciplinary, whistleblowing.

Vetting checks

All staff appointments to our school are subject to an enhanced disclosure from the Disclosure & Barring Service (a DBS certificate) in line with current legislation. This requirement also applies to all supply staff and volunteers.

Additional checks are carried out for candidates who have lived outside the United Kingdom. Ie, candidates are asked to provide the originals of Police or Judiciary documents showing that they do not have any convictions that would bar them from working with children and vulnerable adults.

The Single Central Record

We keep a Single Central Record as described in DfE guidance. The Single Central Record includes all employees, supply staff, (those involved in regulated activity), and volunteers. The central record must indicate whether or not the following have been completed:

- Identity checks;
- Barred list check (as relevant for those engaged in regulated activity);
- DBS certificate (previously an enhanced CRB disclosure);
- Qualification checks for any qualifications legally required for the job, e.g. those posts where a person must have QTS;
- Prohibition from teaching check;
- Checks of permission to work in the United Kingdom and
- Right to work in the UK

Supply Staff

We require supply agencies to comply with 'Safer Recruitment' practices and we seek written confirmation from each agency to this effect. We require the DBS certificate reference number for each agency worker in order that this can be recorded on the Single Central Record.

