

Netherleigh and Rossefield School

Safer Recruitment Policy

June 2017

Next due for review: September 2017

1 Statement

- 1.1 Netherleigh and Rossefield School (the "School") endorses the duties imposed by the Children Act 1989, and follows the guidance issued under *Working Together to Safeguard Children (2015)*, and *Keeping Children Safe in Education (2016)* by the measures established for recruitment purposes and individuals entering the school site.

2 Aim

- 2.1 The School aims to make all the necessary checks required in order that risks to pupils are identified and informed decisions made regarding the suitability of individuals to work in the School prior to any work being undertaken, wherever possible.

3 Objectives

- 3.1 In addition to the Safeguarding Policy, the following process must also be adhered to when recruiting any members of staff, whether temporary or permanent and also when inviting volunteers and visitors into School.

- a Recruitment of employees - Once an appointment is made, the School Office will require all of the relevant employment details (hours, duration of employment, role etc.) in order to make a formal offer of employment in writing, to obtain references and to make contact with the individual in order to arrange for a Disclosure & Barring Service application form to be completed along with other necessary I.D. checks.

NB: Only once all relevant checks have been made and a DBS certificate received will the School be able to confirm a start date and issue a contract of employment to the individual. The appointee must not, under any circumstances, be allowed to commence work before the confirmed start date.

- b Regulated activity - anyone (including visitors and volunteers) who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate and the original must be seen by a member of the Senior Management Team well in advance of the individual's initial activity in the School.

- c Visitors – general - all visitors to the School who do not fall into the category of 'regulated activity' must report and sign in at the School Office. Visitors MUST be accompanied at all times whilst in School. Employees who are expecting visitors MUST collect them from the School Office and are responsible for their supervision until they leave the premises after signing out at the School Office. (For the avoidance of doubt, visitors are classed as anyone other than pupils on the current School roll, current employees and current Proprietors.

- d Disqualification declaration - employees in the School who work in early years provision, and those who work in later years provision for children who have not attained the age of eight, and employees who are directly concerned in the management of such provision are currently

required to complete the School's Disqualification Declaration form, and complete a Disqualification Declaration by Association form in respect of anyone living in their household. The form consists of a series of questions relating to criteria set out in The Childcare Act 2006 and the Childcare (Disqualification) Regulations 2009. This will be done on an annual basis and upon appointment. Individuals are required to notify the School immediately of any change(s) in circumstances in the meantime.

- e Risk assessments – the School appreciates that there may be times when urgent cover is required. Under such exceptional circumstances, once permission has been granted by a member of the Senior Management Team, the relevant person MUST be presented to the Headmaster, School Secretary or Proprietor, who will check the portability of any current DBS certificate that the relevant person may possess or will assist with the completion of a DBS application, should this be necessary. The relevant person will need to provide original ID. In addition, and again before any work can be carried out, a risk assessment MUST be carried out, detailing the type of work being undertaken, hours worked, date when the Barred Lists check was carried out and the name of the employee responsible for supervising. The risk assessment should be signed by the relevant person and the employee responsible for their supervision. The risk assessment will be reviewed on a fortnightly basis until the DBS certificate is received. It is the responsibility of the supervisor to ensure that the risk assessment is adhered to at all times. The School Office will retain the risk assessment on the Single Central Register and advise the employee responsible for supervising when a review is due. Once the DBS certificate has been received the risk assessment will be signed off and a copy retained by the School Office.
- f Disclosure and Barring Service - the Disclosure and Barring Service (DBS) helps employers to make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children. It replaces the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA). A DBS certificate is portable and therefore valid with regard to working at the School if the holder has worked in a school or college within the last three months. If an employee has not worked in the School for a period of more than three months, then the DBS certificate is no longer valid (unless the individual has registered for the DBS Update Service) and a new one must be acquired before the individual can resume their role at the School.
- g Prohibition - for teaching staff it is necessary to conduct a check using Employer Access Online to verify a teacher's qualified teacher status and to ensure that the teacher has not had a prohibition order made by the National College of Teaching and Leadership (NCTL) barring them from carrying out teaching work.
- h Medical fitness – for all staff it is necessary to confirm that they are fit and well enough to carry out the role for which they are applying
- i Right to work in the UK – for all staff it is necessary that they have the legal right to work in the UK. In many cases, the photo ID check is a passport and this also provides confirmation that the applicant is a British citizen. Additional information providing confirmation of the right to work in the UK will need to be supplied if the passport indicates that the applicant was born overseas.
- j Overseas check – in the case of any person for whom, by reason of that person living or having lived outside the UK, obtaining an enhanced DBS certificate is not sufficient to establish the person's suitability to work in a school. In these instances **further checks are made** as the school considers appropriate, having regard to any guidance issued by the Secretary of State.

4 Scope

- 4.1 All School employees, contractors, visitors and volunteers are required to abide by this policy.

5 Responsibilities

- 5.1 **Since September 2016, Richard McIntosh (Headmaster) has been the member of staff responsible for ensuring that the Safer Recruitment Policy is implemented in full. Richard McIntosh will always be involved in the recruitment of any new members of staff, including the reading of application forms and participation in an interview panel.**

For further information please liaise with the Headmaster or the Proprietors.

6 Guidance for employees

- 6.1 The following guidance was issued to employees of the School in May 2016:

"Dear Colleagues,

The Senior Management Team (SMT) and Proprietors wish to remind all staff about our process for recruiting employees and inviting volunteers, student teachers and such like to work with our children.

The Proprietors and the SMT endorse the principle that stringent background checks must be undertaken on all persons conducting regulated activities. Teaching, training, instructing, caring, supervising and driving a vehicle for children are all regulated activities if the person is unsupervised and provided they are undertaken:

- frequently by the same person (once a week or more)
- on four or more days in any period of thirty days
- between 2am and 6am (when there is the opportunity to have contact with children)

These statutory frameworks inform School policy and practice. The School wishes to remind all colleagues that anyone who is deemed to be undertaking regulated activity must possess a satisfactory DBS certificate and the original must be seen by the Headmaster well in advance of their activity in School. The January 2015 ISI Handbook provides additional guidance and makes it clear that anyone who has access to our pupils but who is not undertaking regulated activity, due to the infrequent nature of their contact, must be supervised at all times.

No one other than the Headmaster or Proprietors are authorised to make an offer of employment on behalf of the School, or to allow anyone to take up a placement with us.

The Proprietors, Headmaster or Senior Management Team must be contacted well in advance of the proposed starting date for any employee, volunteer, assistant, coach or student teacher etc. to work with our pupils in order that the necessary safeguarding checks can be undertaken.

Under no circumstances will the School allow individuals to commence employment with us without the School first:

- a receiving three original suitable ID documents;
- b receiving a completed application form;
- c having sight of a suitable DBS certificate;
- d receiving the names and contact details for two suitable referees;
- e receiving relevant qualification certificates;

An individual coming to School to undertake a placement will normally already have a DBS certificate. However, those who do not will need to apply for one at their own expense and cannot commence their placement until the School have sight of either the original certificate or

have written confirmation of the disclosure from the educational institution providing the placement.

Only once all relevant checks have been made and a DBS certificate has been received will the School be able to confirm a start date.

Additionally, anyone being brought into the School as a visitor must sign in and out at the School Office and be escorted at all times they are in School.

I would like to close by advising all colleagues that any breach of the guidance above could be regarded as gross misconduct pending disciplinary action. I mention this in the sincere hope that any such disciplinary action will be avoided."