**Safer Recruitment policy**

**Safeguarding**

**To keep young people safe by providing a safe environment for children and young people to learn and to identify young people and children who are suffering, or likely to suffer, significant harm and taking appropriate action to ensure they are kept safe at home and in the education setting.**

Alton School is committed to safeguarding and promoting the welfare of all pupils in its care by means of a thorough and consistent Safer Recruitment Policy. The school expects all staff and volunteers to share this commitment.

**Aims**

* To create a system to prevent unsuitable people working with children and young people
* To promote safe practice and challenge poor and unsafe practice
* To attract the best possible applicants by use of appropriate planning and advertising procedures
* To identify and reject applicants who are unsuited to work with children or young people
* To ensure that due regard is given to statutory requirements

**Personnel**

Staff, governors, people and organisations that provide personnel or services to the school, staff employed by outside contractors and volunteers.

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Roles and responsibilities**

The Governing Body has a responsibility to ensure that the school has effective policies and procedures in place for the recruitment of all staff and volunteers in accordance with statutory legislation.

It is the responsibility of the Headmaster, Bursar and Senior Managers involved in recruitment

* to ensure that at least one member of the recruitment panel has received appropriate ‘Safer Recruitment’ training
* to ensure that the school operates safe recruitment procedures and ensures that all appropriate checks are carried out on all staff, volunteers and contractors who work in the school
* to promote the welfare of children and young people at every stage of the procedure

**Elements of Safer Practice**

The school will

* ensure that all advertisements whether in newspapers or on-line include the statement

‘The school is committed to safeguarding children and young people. All staff/volunteers are required to undertake an Enhanced Disclosure via the DBS’

* ensure the job description, publicity materials, recruitment websites, candidate information packs, person specification, competency frameworks, induction training will make reference to the responsibility for safeguarding and promoting the welfare of children
* ensure that all prospective applicants receive the following documents
* an application form
* job description and person specification
* the school’s child protection policy
* the school’s recruitment policy (this document)
* short-list candidates against the person specification for the post
* ensure the interview panel has at least one member trained in safer recruitment
* obtain independent professional and character references that answer specific questions to help assess an applicant’s suitability to work with children and following up any concerns. Sufficient time will be given to allow for these to be obtained before the interview. Referees will be contacted to check validity.
* Check on List 99 all candidates called for interview
* obtain proof of identity which may include a birth certificate, driving licence or passport, combined with evidence of proof of address
* ensure that candidates can
* explain satisfactorily any gaps in employment
* explain satisfactorily any anomalies or discrepancies in the information available to the recruitment panel
* declare any information likely to appear on a DBS disclosure
* provide actual certificates of qualifications
* provide proof of eligibility to live and work in the UK

All successful candidates will be required to complete a confidential health questionnaire.

* use an application form to obtain a common core of data from all candidates, not CV alone
* ensure the person specification includes specific reference to suitability to work with children
* conduct a face-to-face interview that explores the candidate’s suitability to work with children as well as his or her suitability for the post
* verify that s/he has the health and physical capacity for the job
* sign a declaration stating that neither they nor anyone in their household is disqualified from working with children. (See Safeguarding Appendix 13)
* make the mandatory check of List 99 and/or the Protection of Children Act (PoCA) List, and, where appropriate, and Enhanced Disclosure via the DBS
* Teaching staff will be checked against the Prohibition List as well as DBS

**Everyone should be able to raise concerns about what seems to be poor or unsafe practice by colleagues, and that those concerns and concerns expressed by children, parents or others are listened to and taken seriously.**

**Induction**

All staff will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.

**Outside agencies and organisations**

For trips and visits group leaders will obtain assurance that appropriate safeguarding protection checks and procedures apply. However, Alton School children are always in the care of school staff whether in school or on trips and visits.

New staff serve a two-term probationary period before confirmation of appointment. Each person is given a mentor and receives regular reviews during the probationary period.

Should the DBS information not return before a member of staff is required to begin teaching, the teacher will be supervised until the DBS reply is received.

**Application Form**

The form will obtain:

Full identifying details, current and former names, date of birth, current address and NI number.

A statement of academic/vocational qualifications relevant to the position with details of the awarding body and the date.

A full history in chronological order since leaving secondary education, including post-secondary education or training, part-time and voluntary work as well as full-time employment, with start and end dates, explanations for periods not in employment, education or training, and reasons for leaving employment.

A declaration of any family or close relationship to existing employees or employers, including governors.

Details of referees. One should be the current or most recent employer. Normally two will be sufficient. One referee must be able to account for the candidate’s ability to work with children.

References will not be acceptable from relatives or from people writing solely in the capacity of friends.

A statement of the personal qualities and experience that the applicant believes are relevant to his/her suitability for the post advertised and how s/he meets the person specification.

DfES reference number

Whether s/he has QTS status

Whether registered with GTC

The form will note that the post is exempt from the Rehabilitation of Offenders Act 1974 and all convictions, cautions, ‘bind-overs’, including those regarded as ‘spent’, must be declared.

It should require a signed statement that the person is not on List 99, disqualified from working with children, or subject to sanctions imposed by a regulatory body e.g. GTC, and either has no convictions, cautions, ‘bind-overs’, or has attached details of their record in a sealed envelope marked confidential.

It will declare the successful candidate will be required to provide a DBS Disclosure.

Prospective employer will seek references on short-listed candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

If candidate is currently working with children, either paid or voluntary, the current employer will be asked about disciplinary offences relating to children, including any for which the penalty is time expired, and whether the candidate has been the subject of any child protection concerns, and, if so, the outcome of any enquiry or disciplinary procedure. If not currently working with children but has done so in the past that employer will be asked these details.

A disclosure by association will be needed for any person working with or managing children in Early Year and up to age 8.

**Job Description**

Will state:

 The main duties and responsibilities of the post.

The individual’s responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Signed on behalf of Alton School

C. Bingham

Deputy Head Date: June 2018

Policy review date: June 2019