2024-2025

Hampstead Fine Arts

Safer Recruitment Policy

This information is also part of the College Child Protection and Safeguarding Policy

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- attract the best possible applicants to vacancies
- deter prospective applicants who are unsuitable for work with our students
- identify and reject applicants who are unsuitable for work with our students
- ensure that the recruitment process is compliant with statutory requirements

Identification of recruiters

At Hampstead Fine Arts College a member of staff trained in Safer Recruitment will always be involved in each stage of the recruitment process. Currently Candida Cave, Emmy Schwieters, Julie Cope, Craig Winchcombe, Leanne Slavin and Sigrid Assan are trained members of staff.

The College uses the accredited Safer Recruitment training offered through the Camden Safeguarding Children Board and EduCare and Dukes Education.

Inviting applications

Advertisements for posts will include the following safeguarding statement:

- *'Hampstead Fine Arts College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure and a check of their career history. This post is exempt from the Rehabilitations of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020*"

Prospective applicants will be referred to the following

- HFAC Safeguarding and Child Protection policy
- HFAC Safer Recruitment policy
- an application form

All prospective applicants must complete an application form in full. If the application form is submitted electronically, the candidate will be asked to sign a hard copy at the point of interview. CVs are not accepted in place of the application form.

Short-listing and references
Short-listing of candidates will be against the advert / person specification for the post. In line with KCSIE 2023 we aim to take up two references, where possible prior to interview. We may also carry out an online search for shortlisted candidates to identify any issues or incidents available publicly online. The college may explore issues pertaining to the online checks at any interview.

All posts are offered subject to satisfactory references and mandatory pre-employment checks. References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted. Where necessary, referees will be contacted by telephone in order to clarify any anomalies or discrepancies and the authenticity of the reference.

Referees will always be asked specific questions about

- the candidate's suitability for working with children and young people
- if the candidate is or has been subject to any disciplinary hearings or investigations
- the candidate's suitability for this post

Offers of appointment are subject to candidates providing a minimum of two references, one of which must be from the applicant's current or most recent employer. Neither referee should be a relative or someone known only as a friend.

The selection process
Selection techniques will be determined by the nature and duties of the vacant post, all vacancies require an interview. Interviews will always be face-to-face kept (which may be via visual electronic link), with structured questions (at least those included in KCSIE 2023) and interview notes will be taken and kept on HR files.

As well as discussing relevant skills and experience in more detail at interview, candidates will always be required to:

- explain satisfactorily any gaps in employment
- explain satisfactorily any anomalies or discrepancies in the information available to recruiters
- declare any information that is likely to appear on a DBS disclosure
- demonstrate their capacity to safeguard and protect the welfare of children and young people

Employment checks
All successful applicants must

- provide proof of identity and address
- complete an enhanced DBS application and receive satisfactory clearance
- have confirmation that they are not named on the Children's barred list and record the date on the SCR
- have confirmation that the applicant does not commence work in contravention of a direction under section 142 of the Education Act 2002 or section 128 of the Education and Skills Act 2008

which prohibits, disqualifies or restricts them from teaching or being involved in the management of an independent school
- not be named on the DfE's Prohibition register in the case of teaching staff and senior non-teaching staff
- all proprietors and management posts appointed since August 2015 will be checked against the DfE's Prohibition from Management register
- provide actual certificates of qualifications
- complete a confidential health questionnaire
- check eligibility to live and work in the UK - EU citizens need to supply proof of pre-settled or settled status
- have further checks where they have lived or worked outside of the UK
- have at least two satisfactory written references and record the dates of both references on the SCR
- agree a mutually convenient start date and sign a contract which incorporates the College's terms and conditions of employment

Documents provided by the candidate must be originals and include:

- passport or other valid entitlement to live and work in the UK - EU citizens need to supply proof of pre-settled or settled status
- two recent, different utility bills or statements showing name and home address
- original certificates of qualifications as required
- other photographic identity, such as current driving licence, if there is no passport

Enhanced DBS disclosures and the checking of the Children's Barred List are always required for proprietors and staff, whether or not they are involved in regulated activity. As posts involve regular work with opportunity for contact with students and are exempt from the provisions of the Rehabilitation of Offenders Act 1974, the College applies for an enhanced DBS disclosure for all prospective members of staff. This will give information on all convictions on record, including those classified as 'spent', as well as details of cautions, reprimands and warnings hold on the Police National Computer. After six months of employment any copy of a DBS certificate is removed from staff files.

From 1 January 2021 the TRA Teacher Services system will no longer maintain a list of those teachers who have been sanctioned in EEA member states. Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. This includes obtaining (via the applicant) an enhanced DBS certificate (including barred list information, for those who will be engaging in regulated activity) even if the individual has never been to the UK. In addition, the college will make any further checks thought appropriate so that any relevant events that occurred outside the UK can be considered. These checks could include, where available, a criminal records check for overseas applicants and, for teaching positions, obtaining a letter of professional standing from the professional regulating authority in the country in which the applicant has worked. Where available, such evidence can be considered together with information obtained through other pre-appointment checks to help assess their suitability. Where this information is not available the college will seek alternative methods of checking suitability and/or

undertake a risk assessment that supports informed decision making on whether to proceed with the appointment.

Staff involved with teaching are checked against the DfE prohibition register to make sure they are not subject to a prohibition order as directed by the Secretary of State.

DBS checks

The College follows the guidance in Part 4 of the ISI Regulations with regard to members of staff permitted to start work before sight of a returned DBS. Until we have had sight of the original disclosure certificate, the applicant will be treated as unchecked and subject to the safeguards set out below. This requirement arises from both the DBS Employer Guidance and KCSIE. The College may allow the candidate appointed to commence work and:

- the DBS application has been made in advance
- a check of the barred list, plus vetting and other relevant checks have been completed satisfactorily
- appropriate safeguards are in place (eg, monitored supervision) and reviewed at least every two weeks
- a full risk assessment is completed to determine whether it is appropriate for the person to start, and the level of supervision required, must then be carried out and approved by the Principal/Head, and the Managing Director at Dukes Education before work can start.
- the nature of the supervision should be specified and the roles of staff in undertaking the supervision spelt out. For those where the references are detailed and provide strong evidence of good conduct in previous relevant work, a lower level of supervision may be appropriate.
- the person in question is informed what these safeguards are; a note is added to the single central register and evidence kept of the measures put in place.
- the arrangement should be reviewed regularly, at least every two weeks, until the DBS Disclosure is received. Staff without a DBS certificate will not be permitted (even if under supervision) to attend any overnight College trips.

The college is clear that this procedure is only followed in exceptional circumstances and is not common practice.

Contractors (Cleaners and Sports Coaches)

Agencies who supply staff to the College carry out checks that the College would complete if they were to become employees. The agency must give written confirmation that these checks have been carried out and the agency staff member must provide photographic identification upon arrival on their first day.

The College does not arrange host family accommodation or guardianships.

Fine Arts College do not use peripatetic or supply staff in any circumstances.

Visiting speakers

The Prevent statutory guidance requires schools to have clear protocols for making sure that visiting speakers are suitable and appropriately supervised. A member of staff will be present when an outside speaker delivers a talk to students and research will be done beforehand to determine the speakers' credibility (such as an internet search) and content of the talk. The ID of visiting speakers must be checked on arrival as they sign the Visitors Book, see Visiting Speaker Policy.

Induction

All new staff to the College will receive induction training that will include:

- Safeguarding and Child Protection policy
- Staff Code of Conduct
- Behaviour and Sanctions policy
- A copy of Part 1 of Keeping Children Safe in Education (September 2023) and Annex A. All school leaders and staff who work directly with children are required to read this and then sign to say they have read the documents.
- Teaching and Learning policy
- E-safety policy
- Health and Safety policy
- PREVENT training
- GDPR training
- The Role of the Designated Safeguarding Leads and their identity and contact details

July 2024