



# **Safeguarding Children Safer Recruitment and Retention Policy and Procedure**

September 2018

## **STATEMENT OF INTENT**

The Governors and staff of Harvills Hawthorn recognise that recruiting and retaining the right staff is at the heart of providing a quality learning experience for pupils. We use robust safer recruitment practices to ensure we promote the safeguarding and welfare of children.

We recognise the value of, and seek to achieve, a diverse workforce which includes people from different backgrounds with different skills and abilities. We aim to create and maintain a skilled, balanced, conscientious and committed team that reflects the diversity of the people we serve.

We are committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. Our school upholds its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of Protective Characteristics as defined in the Single Equality Act 2010

## **Legislative background**

This policy recognises that:

- It is an offence under Section 76 of the Childcare Act 2006 to employ someone who is disqualified from working with children. This refers to staff, students, committee members and other volunteers in the provision.
- Section 39 of the Childcare Act 2006 places a legal duty to ensure that adults looking after children or having unsupervised access to them are suitable to do so and have appropriate qualifications, training, skills and knowledge
- Equalities Act 2010**
- The Safeguarding Vulnerable Groups Act 2006 requires checks to be carried out for those who work with Children and Young People in Education Settings.

The policy has been informed by:

- Code of Practice on the appointment of staff (Local Authority)
- SSCB - Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings. March 2009
- The safeguarding regulations of the Disclosure and Barring Service:  
<http://www.homeoffice.gov.uk/crime/vetting-barring-scheme/>

## **Responsibilities**

The School Governors are responsible, in conjunction with the Head for:

- formulation, review and subsequent amendment of the policy statement and procedures covering the recruitment and retention of all staff and volunteers in accordance with DFE guidance and legal requirements
- Monitoring the school's compliance with the policy and procedures

The Head Teacher is responsible for:

- the implementation of the safer recruitment and retention policy and procedures

- liaison with Governors to ensure full compliance with its requirements
- identification of staff in the organisation responsible for aspects of implementation
- ensuring that all appropriate checks are carried out on all staff and volunteers who work at the school
- ensuring contractors' and agencies' compliance
- ensuring all staff including specifically those involved in recruitment and retention processes are issued with the policy and made aware of their responsibilities
- promoting the welfare of children and young people at every stage
  
- Managers and other staff involved in recruitment and retention are responsible for:
- Ensuring they are fully aware of the policy and procedures and
- Compliance as appropriate to their role.

## **RECRUITMENT AND SELECTION**

### **Recruitment information**

- Recruitment packs will be prepared for all posts and include:
- a statement of commitment to safeguarding children and equality of opportunities.
- a job description, person specification and approved application form.

### Applications require:

- Full and complete information about employment/education history.
- Disclosure of any convictions, cautions, court orders, reprimands and warnings which may affect applicants' suitability to work with children. (posts are exempt from the Rehabilitation of Offenders Act 1974)
- Enhanced disclosure from the Disclosure and Barring Service

### **Recruitment advertising**

- Posts may be advertised externally or internally; internal advertising will be used initially if there are considered to be sufficient suitable candidates within the school with the appropriate skills for the post.
- Recruitment advertisements will include appropriate safeguarding and equalities statements indicating the school is committed to safeguarding children and promoting equality of opportunity for all including encouragement of applications from under-represented groups.

### **Shortlisting**

- Applicants will be shortlisted against the job description and the person specification, using a short-listing grid for each applicant.
- Significantly incomplete application forms will be rejected.
- Applicants will be judged entirely on their suitability for the post rather than any Protective Characteristic
- Gaps in employment/education history will be highlighted for further exploration at interview
- Relevant qualifications will be checked on the Department for Education qualification database to determine if the applicant meets the requirements of the post.
- Applications will be checked for information about previous convictions which may prevent the employment of individual candidates for further exploration at interview
- Incorrect information on application forms may be treated as fraudulent and the appropriate authorities informed.

### **Selection process**

- Selection will be by a panel consisting at least 2 panel members
- The selection panel will be aware of their roles and of their legal obligations with reference to relevant legislation.
- At least one member of the panel will have attended 'Safer Recruitment' training.

- Assessments for all candidates will be consistent with standard tasks, questions and scoring grids,
- The task and/or questions will assess skills knowledge against the person specification and job description and will also include activities designed to reveal candidates' attitude towards children & young people, attitudes and motives for working with children, knowledge of child protection and their ability to support the school in safeguarding and promoting the welfare of children.
- The selection panel will use further questioning to explore incomplete answers. Gaps in employment/ education or other areas of concern on the application will also be explored further.
- Interview notes will be factual and objective as notes made may be requested under the Freedom of Information Act.

### **Pre appointment checks**

#### **Identity checks**

All short-listed candidates are required to provide:

- Appropriate original identity documents such as passport, driving licence, national insurance number, and proof of address which is not less than 3 months old.
- Original qualification certificates
- Proof of eligibility to work in the UK. Foreign nationals must have appropriate asylum and immigration checks before being offered employment.

#### **References**

- At least two written references will be sought, one of which must be from the most recent employer or learning provider. Testimonials will not be accepted in place of references.
- Email references will be accepted providing these are from an appropriate organisational email or have been authenticated by other means
- If references have not been received after two weeks a further request will be made to the referee.
- All offers will be subject to receipt of satisfactory references

#### **DBS and other checks**

- Adults will not have unsupervised access to children unless an Enhanced Disclosure has been returned and is clear of any convictions.
- The DBS Disclosure request will include a Barred List check and the following information: reference number and date of issue Disclosures are handled in accordance with the DBS's Code of Practice.
- If the DBS check reveals any convictions, cautions or police information, guidance may be sought from Ofsted's helpline on 0300-123-1231 and/or the Local Authority Designated Officer **without** revealing the identity of the candidate

- The school will maintain a single central record of recruitment and vetting checks in line with DFE requirements

## **DBS and other checks for current staff**

Staff and volunteers must disclose any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the school).

## **Job descriptions, contracts and personal records**

- All staff and volunteers receive job descriptions which accurately set out their roles and responsibilities. Job descriptions are reviewed regularly and updated if necessary.
- Job descriptions are formulated in line with the Equality policy and accurately reflect the requirements of the job, including the responsibility to safeguard and promote the welfare of children.
- All employees are provided with a copy of their terms and conditions within two months of starting work which together with their letter of appointment forms their contract. A copy is retained by the school.
- Information about a new employee's probationary period is included within the terms and conditions of employment. This period may be extended if appropriate.
- All records relating to staff and volunteers are kept securely at the school
- Staff are entitled to request to see their personal record
- Records will be retained for a specified time then disposed of appropriately

## **Induction**

- An induction is provided for all new staff, students and volunteers
- An induction plan with a checklist is drawn up covering the essential information that employees need in their job role and setting.
- New employees' performance will be monitored by their line manager against the induction checklist and any identified development needs and other specific issues will be addressed
- The initial induction includes: familiarisation with the premises and training on key policies , the safeguarding children child protection policy; speaking up about wrongdoing policy; safe working practice; the health and safety policies, including the emergency evacuation procedures, the Equality policy.
- For employees who are new to the children's workforce, induction is linked to the Induction Standards which are based on the Common Core of Skills and Knowledge for the Children's Workforce. These set out what new staff should know and be able to do within the first six months of starting work

## **VOLUNTEERS AND STUDENTS**

- Harvills Hawthorn welcomes students and volunteers recognising they often bring new ideas and perspectives to the school.
- All volunteers are vetted to ensure their suitability to be in contact with the school setting and an Enhanced DBS Disclosure is required.
- All volunteers and students are made aware of WBS ethos and confidentiality and safeguarding children procedures before they start.
- All volunteers and students are made to feel welcome and are not given duties which members of staff would not be happy to perform.
- Students/volunteers under 17 are never left unsupervised with children.
- a named mentor is allocated to each student/volunteer to ensure they gain as much as possible from their placement.

## **RETENTION**

Harvills Hawthorn aims to retain and further develop high quality staff to ensure a quality learning experience for pupils. The following policies and procedures support this aim:

- Performance management
- Continuous Professional development

Harvills Hawthorn also ensures that the principles of safeguarding and equalities are continuously supported in respect of employees' actions.

The following policies and procedures apply:

- Safeguarding – Child Protection;
- Equalities policy
- Confidentiality and Information Sharing;
- Secure storage of records and Data Protection;
- Internet use;
- Speaking up about wrongdoing
- Disciplinary and grievance policies



## Performance Management

- All staff have regular performance management (PM) meetings and appraisals.
- Line managers supervise the work of staff on a day-to-day basis
- PM provides staff with the opportunities to:
  - discuss any issues, including those concerning children's development or well-being;
  - Identify solutions to address issues as they arise
  - Receive coaching to improve their personal effectiveness
  - Discuss sensitive issues confidentially
- In addition to formal and informal PM, all staff have an annual appraisal.
- Information from appraisals is fed into the Continuing Professional Development Plan.

## Continuing Professional Development

- The development needs of all staff are addressed through the CPD policy.
- The training needs of staff are systematically monitored and to facilitate their access to appropriate training and development..
- Records of training and development will be kept and stored securely in the school setting.
- Staff will be responsible for keeping their own portfolios up-to-date, and the portfolios should include qualification certificates and certificates from training attended.
- Staff who have attended training will be expected to disseminate training to the rest of the staff team. .
- We will endeavour to support staff to improve their **qualification levels** wherever possible, usually subject to the needs of the school not the individual

## Disciplinary and Grievance Procedure

- The disciplinary procedure is in line with current employment legislation and is designed to encourage employees to reach the highest standards of conduct and to be fair and effective when dealing with disciplinary matters.
- The grievance procedure is in line with current employment legislation and we aim to settle grievances quickly and fairly.

This policy has been adopted at Harvills Hawthorn Primary School on \_\_\_\_\_.

Signed: Head Teacher \_\_\_\_\_

Review date: \_\_\_\_\_

Also refer to other policies & procedures;  
Safeguarding – Child Protection;  
Secure storage of records and Data Protection;  
Acceptable use;  
Whistle Blowing Policy