



Stella Maris School

# Safer Recruitment Policy

REVIEWED: April 2019

REVIEW DUE: May 2020

Stella Maris School is committed to Safeguarding and promoting the welfare and well-being of all members of the school. All school staff and volunteers who work in the school are expected to share this commitment and vision.

This Policy was written in consultation with the Trustees, Headteacher and the staff of Stella Maris School with due regard to our mission statement.

*“At Stella Maris we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*

## **Safer Recruitment and DBS checks – Policy and Procedures**

This policy is produced with due regard to the DfE Safer Recruitment Guidance and the Independent School Standards Regulations and Keeping Children Safe in Education 2018. (Statutory guidance for schools and colleges)

Stella Maris School is committed to safeguarding and promoting the welfare of children and young people.

In order to ensure this our Safer Recruitment Policy is in accordance with national guidance and has due regard to the School's Mission Statement.

*“At Stella Maris School we endeavour to put the children at the centre of everything we do. Our mission is to educate, nurture and instil traditional values and cherish our children. We inspire them to achieve their best in every aspect of their lives.”*

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse pupils or be otherwise unsuited to working with them, by having appropriate procedures for appointing staff.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision making process.

The recruitment of all staff and volunteers will be addressed through this Safer Recruitment Policy. The detailed list of checks to be carried out at each stage of the process is listed in brief below and can be found in more detail at the end of this policy.

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

## **New staff**

### **When appointing new staff, we will:**

- Verify their identity
- Obtain (via the applicant) an enhanced Disclosure and Barring Service (DBS) certificate, including barred list information for those who will be engaging in regulated activity. We will not keep a copy of this for longer than 6 months
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards
- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher
- Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- Check that candidates taking up a management position are not subject to a prohibition from management (section 128) direction made by the secretary of state

We will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

We will ask for written information about previous employment history and check that information is not contradictory or incomplete.

We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments. The references requested will ask specific questions about the suitability of the applicant to work with children.

**Regulated activity** means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training, instructing, caring for or supervising children; or
- Carrying out paid, or unsupervised unpaid, work regularly in a school or college where that work provides an opportunity for contact with children; or

- Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

## **Existing staff**

If we have concerns about an existing member of staff's suitability to work with children, we will carry out all the relevant checks as if the individual was a new member of staff. We will also do this if an individual moves from a post that is not regulated activity to one that is.

We will refer to the DBS anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult where:

- We believe the individual has engaged in any wrongful behaviour
- The individual has received a caution or conviction for a relevant offence, or there is reason to believe the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- The 'harm test' is satisfied in respect of the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm)
- The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

## **Agency and third-party staff**

We will obtain written notification from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person on whom the checks have been made.

## **Contractors**

We will ensure that any contractor, or any employee of the contractor, who is to work at the school has had the appropriate level of DBS check (this includes contractors who are provided through a PFI or similar contract). This will be:

- An enhanced DBS check with barred list information for contractors engaging in regulated activity
- An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than 6 months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school. Where possible all works involving outside contractors will be carried out when the children are not in the school.

For self-employed contractors such as music teachers or sports coaches, we will ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006. They will also be included on our Single Central Register.

### **Trainee/student teachers**

Where applicants for initial teacher training are salaried by us, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the trainee has been judged by the provider to be suitable to work with children.

In both cases, this includes checks to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Volunteers**

We will:

- Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- Ensure that appropriate checks are carried out to ensure that individuals are not disqualified under the 2018 Childcare Disqualification Regulations and Childcare Act 2006.

### **Trustees**

All Trustees will have an enhanced DBS check with barred list information.

The Chair of the Board will have their DBS check countersigned by the Secretary of State.

All Trustees will also have the following checks:

- A section 128 check (to check prohibition on participation in management under [section 128 of the Education and Skills Act 2008](#))
- Identity
- Right to work in the UK

- Other checks deemed necessary if they have lived or worked outside the UK

## **Induction**

All members of staff/volunteers/trustees will be given an induction programme which will clearly identify the school policies and procedures, including Safeguarding/Child Protection and make clear the expectations and codes of conduct which will govern how staff/volunteers/trustees carry out their roles. This will give the opportunity to provide discussion of any relevant issues.

The programme will ensure that all new staff/volunteers/trustees are aware of the following policies and procedures and how to access them:

- Safeguarding and Welfare e.g. Child Protection, Anti-Bullying, Anti-Discrimination, Restraint, Behaviour and Whistle-Blowing
- Discipline and Grievance, Capability, Code of Conduct
- Health, Safety & Welfare, Fire Risk Assessment and Staff Handbook

### **Copies of the following documents will be provided to all staff during induction:**

- The school's Safeguarding Policy
- The Staff Code of Conduct and Behaviour Policy (including use of social media)
- The Whistle-Blowing Procedure
- A copy of Part 1 of KCSIE (Sept. 2018)
- KCSIE Annex A (leaders and those who work directly with children)
- Acceptable use of IT
- The identity and role of the DSL

### **Refer to Policy on Whistle Blowing**

All staff/volunteers are encouraged to be confident about raising serious concerns and to question and act upon concerns about practices.

We as a school are committed to providing appropriate avenues for staff/volunteers to raise concerns, for these to be treated confidentially, seriously and sensitively and for a response to be given and feedback on any action taken.

We also assure staff/volunteers that there will be support to protect them from possible reprisals. All information related to Whistle-Blowing can be found in the staff handbook and in our Safeguarding Policy.

Our discipline and grievance procedures cover many areas for concerns, but some aspects may fall out of their scope. These include:

- Possible fraud and corruption
- Unauthorised use of funds
- Failure to comply to financial regulations
- Failure to comply with codes of practice/conduct
- Conduct which is an offence
- A criminal offence being committed
- Disclosures
- Health and safety risks
- Damage to the environment
- Sexual or physical abuse
- Other unethical conduct

Concerns may be made verbally or in writing to the Headteacher, Mrs Norah Johnson. The matter will then be dealt with appropriately and objectively and staff/volunteers will be kept advised. The Headteacher may seek advice from the Board of Trustees or from external experts on the way to proceed.

## **Ongoing Employment**

Stella Maris School recognises that Safer Recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. We will therefore provide on-going training and support for all staff, as identified through performance management. We will also provide a range of opportunities where concerns can be raised, in order that staff feel that the school culture embraces safeguarding and communicates a clear framework to employees, parents and pupils. We will monitor issues as they arise, and through the use of a range of strategies will seek to continually improve the school environment, for the benefit of both staff and pupils.

**Updated: May 2019**

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