



Hackney New School

Safeguarding Children - Safer Recruitment Policy

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. Hackney New School is committed to safeguarding and promoting the welfare of all students in its care. As an employer, the school expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Keeping Children Safe in Education (May 2016) and The Safeguarding Vulnerable Groups Act 2006, the school takes very seriously its duty of care for all students. In order to help safeguard and promote the welfare of all its pupils the school is committed to a thorough and consistent Safer Recruitment Policy.

Aims and Objectives

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

The policy objectives are to operate the procedures consistently while obtaining, collating, analysing and evaluating information from and about applicants applying for job vacancies at Hackney New School.

Roles and Responsibilities

It is the responsibility of the Governing Body to:

- ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with DfE guidance and legal requirements;
- monitor the school's compliance with them through being involved in the interview process where relevant and by the governor with responsibility for safeguarding checking the central register at intervals.

Is the responsibility of the Headteacher, Business Manager and other Managers involved in recruitment to:

- ensure the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work in the school;
- to monitor contractors' and agencies' compliance with this document;

- promote welfare of children and young people at every stage of the procedure.

School Governors may be involved in staff appointments but the final decision will rest with the Headteacher.

Recruitment and Vetting Checks

Safer recruitment practice is applied at all stages of the recruitment process:

- advertising the position, complete with the person specification;
- sending out information packs to applicants;
- shortlisting candidates for interview;
- obtaining references;
- inviting candidates for interview;
- holding interviews;
- making a conditional offer of employment.

Advertising

When advertising any vacancy, either teaching or non-teaching, a policy statement is included demonstrating the school's commitment to safeguarding and protecting children in our care. See example below:

HNS is committed to safeguarding the welfare of our students. The successful applicant will therefore be required to complete an enhanced DBS check

Information provided to the candidate will highlight our commitment to a rigorous selection process. It will emphasise that successful applicants will be subject to thorough checks on their identity and will complete an application for a Disclosure and Barring Service (DBS) enhanced check.

The job description should clearly set out the nature of the relationship with, and the degree of responsibility for children. The person specification should offer details such as:

- the qualifications and experience required for the role;
- the demonstrable competencies and qualities required of any applicant;
- how these will be tested and assessed during the selection process.

Application Forms

All applicants will be required to complete a Hackney New School application form. An application form reduces the chance of important omissions and ensures we have the most complete applicant history available for review. Our application form will request the following details:

- full personal details including any names by which an applicant has been known in the past;
- a full history of employment, both paid and voluntary, since leaving school,

this should include any periods of further education or training with start and end dates with explanations for leaving. All gaps in employment, education and training must be noted;

- details of all relevant academic and/or vocational qualifications;
- a declaration that the applicant has no convictions, cautions, or bind-overs, including those regarded as spent.

References

The application form should request the business contact details for an applicant's referees, one of those being specified as their current or most recent employer. Ideally, references should be obtained prior to interview so that any relating issues or concerns can then be discussed with the candidate during interview. At least 2 reference will be required.

References should contain objective, verifiable information. In order to achieve this a questionnaire will be sent to the referee that focuses upon the candidate's suitability to work with children.

The referee will be asked to confirm whether the applicant has been the subject of any disciplinary sanctions and whether any concerns and/or allegations have been made against the applicant which relate to the safety and welfare of children or young people. Full details will be asked for if this is the case.

Open references or testimonials will not be accepted.

Candidate Shortlisting

All applicants should be assessed equally against the criteria contained in the person specification. Safer Recruitment means that all applications should be:

- checked to ensure they are fully and correctly completed. Incomplete applications should not be accepted. These may be returned to the applicant for completion and subsequently continue in the process if it is thought appropriate by the person leading the recruitment process;
- scrutinised for anomalies in the information provided by the applicant;
- reviewed for gaps or frequent employment changes or moving into supply work without clear and verifiable reasons.

All candidates should be instructed to bring proof of identity to any interview. This should take the form of:

- an original birth certificate;
- passport or;
- photo card driving licence.

Proof of identity should also include a utility bill or bank statement that verifies the candidate's name and address. 'Change of Name' documentation should also be

brought to the interview if appropriate.

Additionally, candidates should also bring original or certified copies of documents confirming all necessary and relevant educational and professional qualifications. If the successful candidate cannot produce these written confirmation of his/her relevant qualifications must be acquired from the awarding body.

Interviewing Candidates

Questions should be set which test a candidate's skills and abilities required for the post. The candidate's attitude towards children and young people should be tested and particularly their commitment to safeguarding and promoting the welfare of children. At least one member of the panel will have been trained in Safer Recruitment practice.

Any gaps and changes in employment history should be fully explored during the interview as should any anomalies raised throughout the process. All candidates should bring to interview documentary evidence as detailed in the Asylum and Immigration Act and in line with DBS Requirements.

Offer of Appointment

An offer of appointment to the successful candidate should be conditional upon pre-employment checks being satisfactorily completed. These checks will include:

- an enhanced DBS check including a barred list check;
- verification of the candidate's medical fitness;
- verification of any relevant professional status and whether and restrictions have been imposed by a regulatory body such as the Teaching Agency and the General Medical Council
- overseas check where applicable

All checks should be confirmed in writing and retained on the candidate's personnel file, together with photocopies or scans of documents used to verify his/her identity and qualifications. Under DBS regulations, DBS disclosures can only be retained for 6 months, but a record will be kept of:

- the date the disclosure was obtained;
- who by;
- the level of the disclosure;
- the unique reference number.

Evidence of proper checks are also required for supply staff and volunteers regardless of whether they have been recruited directly or through an agency.

Satisfactory references must be kept on a candidate's personnel file or, in the case

of supply staff or volunteers not recruited directed, on a central record.

Relevant information on all employees must also be entered on the Single Central Register maintained by the Headteacher's PA.

Where information uncovered from either references or other checks calls into question the candidate's suitability to work with children, or where the candidate has provided false information in support of the application, the facts should be reported to the Police and/or the DBS.

Contractors and Agencies

Safe recruitment practice should include those persons who may not have direct contact with children, but because of their presence and familiarity in certain settings will still be seen as safe and trustworthy. The principles of safer recruitment should be included in the terms of any contract drawn up between Hackney New School and contractors or agencies that provide services for children for whom the school is responsible. Hackney New School will monitor compliance with the contract which should also include a requirement that the provider will not sub-contract to any personnel who have not been part of a safe recruitment process.

This policy will be reviewed annually by the Governing Body.

Lesley Falconer

Executive Headteacher

Designated Safeguarding Lead

September 2016