

Safer Recruitment Policy

Heritage School is committed to safeguarding and promoting the welfare of children and expects all staff, trustees and volunteers to share this commitment.

The school, therefore, applies recruitment and selection procedures that identify people who are unsuited to work with children.

Our Safer Recruitment Policy, Safeguarding Policy and Disclosure and Barring Service Clearance Policy draws upon the Department for Education guidance Keeping Children Safe in Education (September 2019). Other key documents are:

- Working Together to Safeguard Children (July 2018)
- What to do if you're worried a child is being abused (March 2015)

The legislation that governs our practices with respect to safeguarding is:

- 1989 Children's Act (sections 47 and 17 define the duties of the local authority for all children in its area) which establishes the concept of 'significant harm', or the likelihood thereof, as the basis for intervention,
- 2002 Education Act (section 157 states the responsibility of an independent school to meet standards with respect to the welfare, health and safety of pupils),
- 2004 Children's Act (section 58 removes the defense of 'reasonable chastisement' and therefore exposes parents or those acting in loco parentis to a charge of Actual Bodily Harm if there is bruising, etc. as a result of discipline).

Aims

1. To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff, trustees or volunteers.
2. To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
3. To seek to secure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

Safer Recruitment Procedures for Staff

All of the following pre-employment checks take place prior to a new member of staff starting work. In order to ensure safer recruitment of staff, Heritage School:

1. Ensures that when a post is advertised the advertisement makes clear the organisation's commitment to safeguarding and promoting the welfare of children.
2. Ensures that any job description makes reference to the responsibility for safeguarding and promoting the welfare of children and young people.
3. Ensures that any person specification includes specific reference to suitability to work with children.
4. Conducts a **face to face panel interview** to explore the candidate's suitability to work with children as well as his/her suitability for the post.
5. Verifies the successful candidate's **address** (e.g. by checking a utility bill or driving licence).
6. Verifies the successful candidate's **identity**, by checking photo ID (e.g. a passport or driving licence).
7. Verifies that the successful applicant has all the academic or vocational **qualifications** claimed and required for the position as stated in the job description and person specification.
8. Verifies that he/she has the **right to work** in the UK, (e.g. by checking his/her passport or National Insurance number).

9. Verifies that he/she has sufficient **medical fitness**, both physically and mentally, to perform the role.
10. Obtains and scrutinises comprehensive information from applicants about their **employment history** and takes up and satisfactorily resolves any discrepancies or anomalies.
11. Verifies through a self-declaration that he/she is **not disqualified** from working with children if he/she works in EYFS or in childcare for children up to age 8 outside of normal school hours.
12. Undertakes an **Enhanced DBS** check, which includes a **Barred List** check. See our separate Disclosure and Barring Service Clearance Policy.
13. Undertakes any **overseas safeguarding checks**, if the candidate has recently lived abroad.
14. Makes a check against this lists maintained by the Secretary of State of those **prohibited from teaching** and those **prohibited from management** in Schools.
15. Obtains at least two independent professional and character **references** to assess an applicant's suitability to work with children, and follows up any concerns.
16. Keeps a copy of all relevant documentation in the personnel file and a record of when all checks were undertaken on our Single Central Register.

Safer Recruitment Procedures for Trustees

All of the following pre-appointment checks take place before a trustee is appointed. In order to ensure safer recruitment of trustees, Heritage School:

1. Conducts a **face to face interview** to explore the candidate's suitability to work with children as well as his/her suitability for the post; this is followed by attendance at a trustee's meeting as an observer.
2. Verifies the successful candidate's **address** (e.g. by checking a utility bill or driving licence).
3. Verifies the successful candidate's **identity**, by checking photo ID (e.g. a passport or driving licence).
4. Verifies that he/she has the **right to work** in the UK, (e.g. by checking his/her passport or National Insurance number)
5. Verifies through a self-declaration that he/she is **not disqualified** from working with children.
6. Undertakes an **Enhanced DBS** check, which includes a **Barred List** check. See our separate Disclosure and Barring Service Clearance Policy.
7. Undertakes any **overseas safeguarding checks**, if the prospective trustee has recently lived abroad.
8. Makes a check against this lists maintained by the Secretary of State of those **prohibited from management** in Schools.
9. Keeps a copy of all relevant documentation in the personnel file and a record of when all checks were undertaken on our Single Central Register.

Induction of Staff and Trustees

Heritage School ensures new staff and trustees are familiarised with our Safeguarding Policy, Safer Recruitment Policy, our Staff Code of Conduct through a meeting with the DSL. Other relevant policies and procedures are also discussed as part of induction.

Volunteers

Volunteers can be classed into two categories, those who are always supervised by a member of staff and those who may not always be supervised by a member of staff, i.e. volunteers who are entrusted at times to exercise sole responsibility for pupils (i.e. who may be engaged in regulated activity). Volunteers who are always supervised do not need to undergo background checks. Volunteers who may exercise sole responsibility for pupils for period of time, must have an **enhanced DBS** check prior to doing such voluntary work. Additional checks, e.g. proof of address, proof of identity, or references, will be undertaken if necessary, depending upon what is known about the individual and the nature of the voluntary work he/she will be performing.

Visiting Professionals and Visiting Speakers

Visiting professionals and visiting speakers will be required to provide photographic evidence of their **identity** (e.g. a driving licence) upon arrival. They will be supervised at all times. However, visiting professionals can be allowed to work independently with pupils if we have obtained prior to their

arrival or upon their arrival **written confirmation** from the sending organisation that all necessary checks have been undertaken, including a DBS check.

Authorised by	Jason Fletcher
Date	November 2019

Effective date of the policy	November 2019
Review date	November 2020
Circulation	Staff and parents via website