

Safeguarding Pupils Safe Recruitment Policy and Practice Guidelines

Introduction

The Governors and staff of Trinity School take seriously the responsibility to safeguard and promote the welfare all the children and young people entrusted to our care and it is our expectation that all staff and volunteers will share this commitment. We recognise the needs of the child as paramount and this position underpins all our work and our recruitment strategies.

This policy has been developed in accordance with the principles established by:

- Safeguarding Children and Safer Recruitment in Education *January 2007*
- Section 175 of the Education Act 2002
- The Education (Prohibition from Teaching or Working with Children) Regulations 2003, as amended;
- The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, as amended;
- The School Staffing (England) (Amendment) Regulations 2003 as amended;
- “Working Together to Safeguard Children” 2006
- Staying Safe: Action Plan 2008

School Commitment

As part of the ethos of the school we are committed to:

- establishing a safe recruitment process which helps to promote a safe culture, and which complements other ‘safety’ elements such as health and safety and school security;
- attracting the best possible applicants for vacancies and recruiting the best people to work in the school not only to help to reduce risk to children and young people but also to raise standards;
- deterring prospective applicants who are unsuitable for work with children or young people;
- identifying and rejecting applicants who are unsuitable for work with children or young people;
- making sure all appropriate checks are carried out on new staff who work with pupils, including references, qualifications, Criminal Record Bureau and List 99 checks.

- ensuring all adults within our school, including volunteers and other community users of our facilities who have access to children, have been checked as to their suitability.

Procedures

As part of our safe recruitment process each aspect of the recruitment process through to induction will be planned. (Appendix 1 Safe Recruitment Checklist)

The following safe recruitment and selection processes will be used to safeguard pupils from potential abusers.

Interview Panel

- The panel will have at least one member who has completed training on safe recruitment;
- All members of the interview panel understand their role.

Advertisement

- All job advertisements and candidate information packs will have a reference to safeguarding and promoting the welfare of children and young people as well as the requirement for completion of an enhanced Criminal Records Bureau (CRB) check;

“The Governors and staff of Trinity School take seriously the responsibility to safeguard and promote the welfare of all the children and young people entrusted to our care and it is our expectation that all staff and volunteers will share this commitment. Completion of an enhanced Criminal Records Bureau (CRB) is a requirement for working at the school.”

- All job descriptions will include a reference to safeguarding and promoting the welfare of children and person specifications will include suitability to work with children;

Application

- London Borough of Barking and Dagenham application forms will be used to enable all potential applicants to provide a common set of core data including:
 - a. Name, date of birth, current address, NI number and evidence of eligibility to work in the UK
 - b. Full details of qualifications relevant to the position
 - c. DfES number and GTC registration (Teacher applicants)

- d. Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- e. Declaration of any family or close relationship to existing or potential employees or employers
- f. Details of referees – one of whom must be current or most recent employer. For an employee not currently working with children, but who has done so in the past it is important that the past employer should also be contacted
- g. A statement from the applicant of their personal qualities and experience, which they believe, meets the person specification.
- h. A statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not on a list maintained by the Department of Health or the Department for Education and Skills, disqualified from work with children or subject to sanctions imposed by a regulatory body, and either has no sanctions, cautions or bind-overs, or has attached details of their record in a sealed envelope marked confidential.
- i. A statement of the requirement to apply for an enhanced CRB disclosure

Shortlisting and Taking Up References

- Shortlisting of candidates will be against the person specification for the post.
- The person specifications will be sufficiently robust for shortlisting and include behaviours and competencies required to support the safeguarding agenda.
- Applications will be carefully scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview; this will include any gaps in service or mid career moves from permanent to supply or temporary work.
- Data in applications will be cross checked with other sources and unexplained gaps or discrepancies followed up.
- Two references will be sought for all shortlisted candidates, where possible before the selection stage, one of which will be from the applicant's current or most recent employer. Additional references may be asked for where appropriate (e.g. where the applicant is not currently working with children, but has done so in the past or applicants who have been working as a locum or with an agency on a series of temporary contracts.)
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Any issues of concern raised by a reference will be explored further with the referee and taken up with the candidate. Referees will be contacted by telephone or e mail in order to verify particular experience or qualifications

claimed and clarify any anomalies or discrepancies before the interview. A detailed written note will be kept of such exchanges.

- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will be asked to:
 - a. judge the candidate's suitability to work with children and young people
 - b. any disciplinary warnings, allegations or concerns raised, including time expired warnings, that relate to the safeguarding of children or about the applicant's behaviour towards children or young people;
 - c. details of specific qualifications or experience relevant to working with children;
 - d. the candidate's suitability for the post.

The Interview

Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of shortlisted candidates other than in exceptional circumstances. (e.g. LA recruitment of OTT teachers)

- Candidates will always be required:
 - to explain satisfactorily any gaps in employment;
 - to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - to declare any information that is likely to appear on a CRB disclosure;
 - to demonstrate their capacity to safeguard and protect the welfare of children and young people.

The interview process will explore the applicant's ability to carry out the job description and meet the person specification. Discussion and consideration of any information regarding previous records of cautions or convictions including information provided in a sealed envelope will be undertaken. Discussion will also take place regarding any significant periods of sickness absence.

At the end of the interview the panel will need to have satisfied themselves that the chosen applicant can meet the requirements of the job and also meet the safeguarding criteria.

Pre Employment Checks

- All successful applicants are required:
 - to provide proof of identity (passport / proof of address),

- to complete a CRB disclosure application and receive satisfactory clearance
- provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK
- to provide proof of professional status (e.g. GTC registration, QTS unless exempted)
- Copies of documentation will be made and for successful candidates will be kept on file.

Any offer made to a candidate will be conditional on all the pre-employment checks being completed satisfactorily.

In addition to the checks already detailed the school will ensure that before staff start work, unless there are very exceptional circumstances:

- criminal record checks for overseas staff have been requested from countries where they have lived
- all necessary references have been received and scrutinised;
- qualifications have been verified by the awarding body where original certificates have not been produced at interview.

Induction

All teachers are required to successfully complete their statutory induction and non-teaching staff to have completed a probationary period.

All staff new to the school will receive induction training that will include the school's safeguarding policies and guidance on safe working practices including:

- Confidential Reporting Policy (Whistle Blowing)
- Common Law Duty of Care
- Child Protection Policy and channels for raising concerns about CP issues
- Child protection training appropriate to the person's role.
- Local CP procedures
- Anti-bullying
- Anti-racism
- Anti-discrimination
- Codes of conduct

- Relevant personnel policies and procedures including, disciplinary and capability procedures
- Internet safety
- Physical Intervention
- Intimate Care
- Arrangements for meeting medical needs
- Provision of first aid
- General and Pupil Health & Safety

Extended School Activities, Volunteers and Supply Agencies

Trinity School does offers a programme of extended school activities, volunteers regularly seek opportunities to work in the school and supply staff from agencies are used to cover absence and development activity. Controls are in place are to safeguard pupils from potential abusers by:

- written assurance being sought, received and filed from other agencies / organisations working in school that their people are properly vetted in line with Safeguarding Children and Safer Recruitment guidelines;
- ensuring the identity of individuals is checked on arrival at school;
- ensuring all adults involved in running extended school activities have enhanced CRB checks;
- ensuring volunteers participating in regular voluntary work in school are checked by the Criminal Record Bureau (CRB).
- ensuring volunteers accompanying school trips are not left to work with children or young people without supervision of a member of the school staff.
- ensuring volunteers and supply staff understand their duty to safeguard and promote the welfare of children and know how to report any concerns about a pupil to the Senior Designated Person for Child Protection.

Building Contractors

Pupils are not allowed in areas where builders are working for health and safety reasons and therefore contractors will generally have no contact with children. However, where contractors' staff e.g. those undertaking water safety checks, come into contact with children liaison is taking place with the local authority to ensure that arrangements are instigated via the contract for those staff to undergo appropriate checks.

Ongoing Employment

Trinity 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 ongoing 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 seek to continually improve the school environment, for the benefit of both staff and pupils. To support this we will undertake an audit annually and report to governors.

Appendix 1 Checklist for Safe Recruitment

Activity / Step	Done
Pre interview planning	
Job description and person specification prepared.	
Interview panel agreed (At least two on panel and at least one trained in Safer Recruitment (DfES on line).	
Interview and assessment methods & timetable agreed.	
Advertising	
Advertisement makes clear reference to Safeguarding children.	
Recruitment pack prepared containing full details of role description, And the school's Safeguarding Policy re referencing process & enhanced CRB sent to all applicants	
Applications & shortlisting	
Job description & person spec used as shortlisting criteria.	
Notes made & held to support decisions	
Notes made on any discrepancies, anomalies or gaps in employment to be explored & accounted for at interview and within references	
Shortlisted applicants informed about documentation required at interview and checklist of documentation required at interview attached	
References	
References sought prior to interview if possible. (permission must be given to request references from current employers).	
References checked for discrepancies & explored at interview as necessary.	
Questions left blank followed up with referee verbally.	
Interview – selection & assessment	
Performance ratings against job criteria.	
Suitability to work with children measured alongside other criteria.	
Documentation & identity details checked and copied as appropriate	
Decision making	
Data from interview/assessment & referencing used to determine whether quality line has been met, and from this, the best candidate for the job.	
Notes taken to support selection decision	
Conditional Job offer (may be the verbal offer)	
Job offer made subject to satisfactory completion of pre-employment checks and any outstanding references.	

Pre-employment checks	
A minimum of 2 references one of which must be from existing or most recent employer. (Where possible references cover last 5 years' work history.)	
Enhanced CRB check (List 99) where necessary & satisfactory disclosure received.	
Identity & qualifications confirmed.	
Health screens as appropriate.	
GTC registration checks complete	
See list attached & suggested/mandatory standards	
Confirmation of offer & start	
Induction arrangements in place	
All new entrants made aware of safeguarding standards/culture in school & code of conduct .	
Receives child protection training & updates.	
Probation/statutory induction period managed where appropriate	

Appendix 2 References

Where possible all written references should be obtained prior to interview.

Permissions must always be given to request references from current employers.

Always sought directly from a minimum of two referees (where possible references cover the last 5 years work history)

Use of pro forma advised

Copies of JD and person spec attached with request

The DfES recommendation for references in educational settings indicate that every request should ask

- Referees relationship with candidate how long known to them, in what capacity
- Whether satisfied the applicant has ability & is suitable to perform the job in question
- Specific comments about persons suitability for post & how they have demonstrated their ability to meet the person specification
- Whether referee is completely satisfied that candidate is suitable to work with children and if not, to provide specific details of concerns and reasons why.
- Confirm details of applicants current post, salary & sick record.
- Specific verifiable comments on applicants performance history & conduct.
- Details of any disciplinary procedure the applicant has been subject to in which disciplinary sanction is current.
- Details of any disciplinary procedures the applicant has been subject to which have involved issues relating to safety & welfare of young people, including any where the disciplinary sanction has expired and the outcomes of those.
- Details of any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of children or young people or behaviour towards young people, and the outcomes of those concerns i.e. whether allegations or concerns were investigated, the conclusion reached and how matter was resolved
- Referee should be reminded they have a responsibility to ensure the reference is accurate & doesn't contain any material misstatement or omission. They should provide relevant factual content that could be discussed with the individual

DRAFT SAFEGUARDING REFERENCE REQUEST

APPLICANT
POST APPLIED FOR
REFEREE
POSITION / ORGANISATION / SCHOOL

Please confirm the following details:

The applicant's period of employment with you: From: To:

The applicant's current or last job title within your school/organisation:

Your work relationship to the applicant (i.e. Headteacher, Chair of Governors)

With regard to the job description and person specification attached, please comment on the applicant's suitability for this appointment. It would also be helpful if you could describe any strengths or weaknesses you consider the applicant has demonstrated during their employment (please continue on a separate sheet if necessary).

Space for specific questions relating to the role (i.e for Headteachers questions relating to leadership qualities, successful 'whole school' strategies, involvement in budgetary/resource issues in schools)

Space for specific questions relating to the role.....

Please comment on the effectiveness of the applicants working relationships with other people (for example children, young people, colleagues, parents & governors)

Please comment on whether you are completely satisfied that the applicant is suitable to work with children. If not, please provide specific details of concerns and reasons for disquiet.

Has the applicant ever had an allegation made against them, or been under investigation, or the subject of a disciplinary enquiry or warning? If so, please provide details.

Do you have any other comments on the applicant's performance history and conduct?

Attendance/Health Record:

Please confirm how much absence has been caused by sickness during their employment.

Timekeeping:

Please comment on the applicant's punctuality and reliability.

Reason for Leaving: (e.g. Voluntary resignation, dismissal, etc.)

In similar circumstances & with your present knowledge, would you re-employ the applicant? If not, please say why.

Printed Name: _____ **Signature:** _____

Position: _____

School/Organisation: _____

Appendix 3 Interview questions relating to Safeguarding

1. Motivations for working with children

Self awareness/knowledge & understanding of self, interconnection between self & professional role

- What do you feel are the main drivers which led you to want to work with children?
- How do you motivate young people?
- What has working with young people to date, taught you about yourself?

2. Emotional Maturity & Resilience

Consistency under pressure, ability to use authority & respond appropriately, ability to seek assistance/support where necessary

- Tell me about a role where you were in control of others but where the circumstances slipped out of control. How did you react? What strategies did you employ to bring things back on course? How comfortable were you in this situation?
- Tell me about a person you have had particular difficulty dealing with. What made it difficult? How did you manage the situation?

3. Values & Ethics

Ability to build & sustain professional standards & relationships, ability to understand & respect other people's opinions, ability to contribute towards creating a safe & protective environment

- What are your attitudes to child protection? How have these developed over time?
- How have your own personal values evolved over time? How have they been shaped and influenced? What particular experiences have you drawn on?
- How do you feel when someone holds an opinion which differs to your own? How do you behave in this situation?

Possible questions to test for safeguarding in schools

- Tell us about what you have done in the last 12 months to actually improve child protection in the workplace. How did this action arise? Who did you talk to? What were the results?
- What is the Safeguarding policy in your workplace? How is it monitored? What steps have you taken to improve things?

- Has an allegation about acting inappropriately with a vulnerable group ever been made about you? What was the situation? What was the outcome? What did you learn from this?
- Give me an example of when you have had safeguarding concerns about a child. What did you do? Who did you involve? What was the outcome?
- Tell us about a situation which you felt fell short of safeguarding standards. How did it arise? Who did you speak to? What actions did you take?
- Tell us about how you have dealt with a child with 'difficulties'?