

The White House Preparatory School

Woodentops Kindergarten and Woodentops Day Nursery

SAFER RECRUITMENT Policy (33)

The White House and Woodentops Kindergarten and Day Nursery we are vigilant in our recruitment procedures aiming to ensure all people working with children are suitable to do so.

The White House Preparatory School and Woodentops Nursery follow the Government's recommendations for the safer recruitment and employment of staff who work with children and acts at all times in compliance with the Independent School Standards Regulations. Please also see the School's recruitment, selection and disclosures policy and procedure, recruitment pack, policy on induction of new staff, governors and volunteers in child protection and model staff behaviour policy.

In line with Part 3 of the DfE's guidance 'Keeping Children Safe in Education' (KCSIE 2016), the proprietor prevents people who pose a risk of harm from working with pupils by adhering to statutory responsibilities to check all staff who work with children, taking proportionate decisions on whether to ask for any checks beyond the minimum required, and ensuring volunteers are appropriately supervised. Organisations providing contractors or consultants working on site are asked for assurances that where relevant and required, their staff have been suitably vetted in line with legal requirements.

The School works with external agencies where appropriate including inter-agency working on the part of the Designated Safeguarding Lead and attendance at strategy meetings.

As part of carrying out safe recruitment procedures under KCSIE, members of the teaching and non-teaching staff at the School including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches are subject to the necessary statutory child protection checks before starting work. For most appointments, an enhanced DBS check with 'barred list' information will be appropriate. A DBS certificate will be obtained from the candidate before or as soon as practicable after appointment. Alternatively, if the applicant has subscribed to it and gives permission, the School may undertake an online update check through the DBS Update Service.

Further to the DBS check, anyone appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching by order of the Secretary of State. Further checks will also include a check for information about any teacher sanction or restrictions that an EEA professional regulating authority has imposed. Those undertaking management posts will be subject to prohibition from management of independent schools checks.

All principals, volunteers and contractors working regularly during term-time (such as contract catering staff) are also subject to the statutory DBS checks. Confirmation is obtained that appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the School's pupils at School or on another site.

Should the School develop concerns about an existing staff member's suitability to work with children, it will carry out all relevant checks as if the individual were a new member of staff.

This policy is reviewed by governors annually.

We follow this procedure each and every time we recruit a new member to join our team.

Advertising

- The School uses recruitment agencies and their website to advertise for any vacancies
- We ensure that all recruitment literature includes details of our equal opportunities policy and our safe recruitment procedures; including an enhanced Disclosure and Barring Service (DBS) check and at least two independent references for every new employee.

Interview stage

- The School shortlists all suitable candidates against a pre-set specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification prior to the interview
- All shortlisted candidates will have 2 x references requested before the interview commences.
- At least two members of staff will be involved in the interview stage.
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photocard driving licence. All candidates will be required to prove they are eligible to work in the UK. The interview will also cover any gaps in the candidate's employment history
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of education, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal framework. The questions will be value based and will ensure the candidate has the same values with regards to the safety and welfare of the children
- Every shortlisted candidate will be invited to teach a lesson, or plan an activity and or take part in a supervised activity
- The Principal and Headmaster will then select the most suitable person for the position
- Every candidate will receive communication from the nursery stating whether they have been successful or not. Unsuccessful candidates are offered feedback.

Starting work

- The successful candidate will be offered the position **subject to at least two references from previous employment or, in the case of a newly qualified student, their tutor and a personal or professional reference.** These references will be taken up **BEFORE** employment commences. This may be verbal initially and then followed up with a written reference which will form part of their personnel file
- The successful candidate will be asked to provide proof of their qualifications, where applicable. All qualifications will be checked and copies taken for their personnel files
- Prior to employment but after the job has been offered a health check questionnaire will be given to the employee
- All staff appointed to work in school have a Disclosure and Barring check services check if appropriate, a check of the Barred List maintained by the DBS and the National College of Teaching and Learning barred list. Staff must complete a medical

fitness form. This search highlights people who have a criminal record. If staff are found to have a criminal record the appointment is reconsidered by the Principal and Headmaster. Recruitment for overseas staff will be in accordance with **the DfE's guidance 'Keeping Children Safe in Education'**. Staff are required to 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 setting). Staff will not work unsupervised with the children until their suitability has been checked and confirmed. All staff suitability to work with children (DBS status) and qualifications will be held securely.

- This will be initiated before the member of staff commences work. They will not have unsupervised access to any child or their records before this check comes back.
- Employee will be checked against DoFE and NCTL prohibition lists to carry out necessary checks on whether a teacher has:
 - achieved qualified teacher status (QTS)
 - completed his/her induction
 - been awarded a Mandatory Qualification for teachers of hearing impaired or visually impaired pupils
 - has any teaching restrictions placed against him/her, or has been the subject of a decision by the Secretary of State not to impose a prohibition order following a determination by a professional conduct panel of unacceptable professional conduct, conduct that may bring the teaching profession into disrepute or conviction of a relevant offence
- There may be occasions when a DBS check is not clear but the individual is still suitable to work with children. This will be treated on an individual case basis and at the manager's/owner's discretion taking into account the following:
 - seriousness of the offence or other information
 - accuracy of the person's self-disclosure on the application form
 - nature of the appointment including levels of supervision
 - age of the individual at the time of the offence or other information
 - the length of time that has elapsed since the offence or other information

 - relevance of the offence or information to working or being in regular contact with children
- All new staff are required to sign (either application form, contract or separate form) to state that they have no criminal convictions, court orders or any other reasons that disqualify them from working with children or unsuitable to do so AS WELL AS the school declaration of suitability.
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the school policies and procedures and be assigned a mentor who will introduce them to the way in which the school operates.
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Safeguarding and Child Protection policy and procedure, emergency evacuation procedures, equality and health and safety issues
- The new member of staff will have regular meetings during their induction period to discuss their progress.

Disqualification

If the school becomes aware of any relevant information which may lead to an employee become disqualified, the school will take appropriate actions to ensure the safety of the children. In the event of a staff member becoming disqualified the school will no longer continue employment. The school will provide OFTSED/DofE/The National College for Teaching and Leadership (see below) with the relevant information, details of the disqualification or where they would have been dismissed had he/she not resigned first.

On going support and checks

- All staff are responsible for notifying the Principal or, Headmaster in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the school. Staff will face disciplinary action should they fail to notify the manager within a reasonable timescale
- Every member of staff will have at least two meetings a year with the SLT. This will provide an opportunity to discuss training needs and evaluate and discuss their performance

Policy will be reviewed annually			
Policy reviewed:	Sept 16	By:	Principal & Headteacher
Policy reviewed:	Sept 17	By:	Principal & Headteacher
To be reviewed:	Sept 18	By:	Principal & Headteacher