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Safeguarding in Recruitment Policy

The policy is in accordance with the Children’s Act 1989 with revision in 2004. It should be read in conjunction with the National Minimum Standards for Residential Special Schools and Keeping Children Safe in Education.

The school recruits staff with the specific intention that they work closely and effectively with pupils who have challenging behaviour. It is of paramount importance that there are policies and procedures in place to keep pupils safe from those considered unsuitable to work with children. We have a responsibility to ensure that careful selection, vetting and supervisory procedures are in place to prevent our pupils being exposed to potential abusers.

Safer recruitment begins by trying to deter unsuitable people from applying for a post in our school. The advertisement will include the school’s safeguarding statement and reference to DBS requirements, in order that an explicit, unequivocal statement may discourage those with a questionable background or motives.

A standard application form and interview process will normally enable an interviewing panel to decide whether an applicant is capable of doing a particular job. The applicant must demonstrate their skills and expertise and explain in detail how their particular experience relates to the role for which they are applying.

The application form must contain full employment history, with supplementary explanations in the event of any apparent or implied gaps in employment histories. The school reserves the right to approach any previous child care employer.

In addition to the standard application form and other literature that is sent out, the applicant receives:

* Job description
* Person specification
* Safeguarding/Child Protection policy
* Safeguarding in Recruitment policy
* Statement of Purpose
* DBS policy statement
* Recruitment of Ex-offenders policy statement
* Latest Ofsted Social Care and Education Inspection reports
* Staff Behaviour policy

The applicant is required to sign a document confirming they have read and understood the school’s child protection and safeguarding policy. All short-listed candidates will be made subject to interview.

All candidates who apply to work in this school must supply two referees, preferably three, one of whom must be their most recent employer. References will ideally be requested prior to interview so that the content can be explored at interview. The referees will be asked to state in writing if there is any known reason why the applicant should not be employed to work with children. There should not be any material mismatch or omission relevant to the suitability of the candidate. Any outstanding references must be taken up after interview.

During interviews, the school’s representatives are prepared to explore candidates’ stated and apparent attitudes towards children and childcare. The school’s representatives will explore the candidates’ perceptions about the boundaries of acceptable behaviour towards children. A panel member who has undertaken safer recruitment training is key and will be identified to the candidate at the start of the interview. It must be explained to candidates that their employment with our school will only be taken up if the required check with the Disclosure and Barring Service, at an Enhanced level, is satisfactory in the outcome. Any gaps in employment must be explored with the candidate, with a recorded explanation of said gaps.

A check of identity must be made against an official document such as a passport or birth certificate or driving license. A check of address must be made against an official document such as a bank statement, utility bill (within last 3 months) or an annual bill such as TV license or Council Tax notification.

Checks at DBS level are to be made or confirmed through presentation of in-date disclosure documents for all those visitors who have responsibilities for our pupils. This includes Governors and professionals who may be called into school to work with our pupils.

Offers of employment must always be conditional upon the satisfactory completion of pre-employment checks. These include:

* verify a candidate’s identity
* obtain a certificate for an enhanced DBS check which will include barred list information for those engaging in regulated activity sight of DBS clearance certificate
* Section 128 check for those taking part in the management of the school
* obtain a separate barred list check if an individual will start work in regulated activity before the DBS certificate is available
* verify the candidate’s mental and physical fitness to carry out their work responsibilities
* verify the person’s right to work in the UK
* overseas checks if the person has lived or worked outside the UK
* checks to verify professional qualifications
* receipt of at least two references which confirm that the school will be making a good appointment.

The school ensures that a candidate is not subject to a prohibition order issued by the Secretary of State, or imposed by EEA professional regulating authorities if applicable.

The school maintains a single central record of pre-appointment checks for all staff including agency staff and governors, and volunteers.

Post-employment management and supervision must always be alert to indicators that the candidate is unsuitable.

The safeguarding aspects of induction will ensure that all new employees can identify the Designated Safeguarding Leads, their responsibilities and how to contact them. In particular, the procedure for reporting welfare concerns will be explained on the first day of employment.

The school does not support arrangements for volunteers to work unsupervised with our pupils.

No persons over the age of 16, that are not on role or employed at St Edward’s School, reside in the same premises as pupils.

*Reviewed July 2019 JF/PW/AH/SH*

*Governors’ approval July 2019*