SAFEGUARDING: SAFER RECRUITMENT POLICY

THIS POLICY LINKS WITH:

- SAFEGUARDING: CHILD PROTECTION POLICY
- SAFEGUARDING: E-SAFETY POLICY
- STAFF CODE OF CONDUCT
- SPECIAL EDUCATION NEEDS REPORT
- COMPLAINTS PROCEDURE
- WHISTLEBLOWING
- MANAGING ALLEGATIONS
- GRIEVANCE & DISCIPLINARY POLICY
- TRIPS & EXPEDITIONS POLICY

Date of Latest Update:	November 2016
Review Date:	November 2018
Policy Available for Staff at:	VLE
Policy Available for Parents at:	Website
Designated Safeguarding Lead	Mrs C Slattery
Deputy Designated Lead:	Mrs C Machin
Nominated Governor:	Mr A Franks
Headteacher:	Ms M Roberts

INTRODUCTION:

St Joseph's College governing body recognises and accepts its responsibility for the duties as imposed by s175 of the Education Act 2002 (Local Authorities), for safeguarding and promoting the welfare of children as part of fulfilling their common law duty of care towards the children for whom their organisation or establishment is responsible. The college also recognises its responsibility to the requirement as stated in section 16 of the 2004 Children's Act that states that "local authorities and each of the statutory partners must…have regard to any guidance given to them by the secretary of state."

Safeguarding is a priority for St Joseph's College. Safeguarding is a broad and inclusive area of practice. The document *Working Together to Safeguard Children* (HM Government, March 2015) describes it as:

- protecting children and young people from maltreatment
- preventing impairment of children and young people's health or development
- ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care; and
- taking action to enable all children to have the best outcomes

Its scope extends into many aspects of service delivery including recruitment, site security, child protection, use of the internet, prevention of bullying, harassment and discrimination, and health and safety.

This policy is formed from both 'Working Together to Safeguard Children' (March 2015) and 'Keeping Children Safe in Education' (September 2016) and is one of a series in the school's integrated safeguarding portfolio. Our core safeguarding principles are:

- The school's responsibility to safeguard and promote the welfare of children is of paramount importance
- Safer children make more successful learners
- Safeguarding policies will be reviewed annually, unless an incident or new legislation or guidance suggests the need for an interim review.

The Role of Governing Bodies

The Governing Body of St Joseph's College accepts accountability for ensuring its establishment has effective policies and procedures in place in accordance with this guidance, and monitoring the school's compliance with them. The Governing Body of St Joseph's College is responsible for the proper use of the school premises both during and outside school hours. All services and activities provided directly by the Governing Body (under the supervision or management of school staff), are covered by the school's arrangements for child protection.

Head Teacher

The Head Teacher of St Joseph's College ensures the policies and procedures adopted by the Governing Body are fully implemented and followed by all staff; sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities.

Background

Recruitment and vetting checks are a key element in ensuring that children are safeguarded and the risk of harm from those who are in contact with them in whatever capacity is minimised. The school ensures that appropriate checks and child protection procedures are in place for those staff that work with all pupils.

Pre Appointment Checks / Single Central Record of Recruitment

St Joseph's College keeps and maintains a SCR of recruitment and vetting checks. The record indicates whether or not the relevant checks have been completed, the date on which each check was completed or the relevant certificate obtained, and who carried out the check. The school keeps a record of all staff who are employed to work at the school, including supply staff, through the local authority or through an agency. Volunteers and Governors who also work as volunteers within the school and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist are also recorded on the central record.

St Joseph's College does not retain copies of DBS checks for longer than 6 months as this is in contravention of the Data Protection Act.

The Single Central Record is kept up to date and monitored by the Headteacher and checked annually by the nominated safeguarding governor

St Joseph's College ensures the following disclosures are carried out and has DBS disclosure checks recorded on the Single Central Record.

- All staff entering regulated activity: Barred list carried out by the local authority, qualifications and identity have been checked.
- All staff: Enhanced DBS clearance for all staff/volunteers who have contact with children.
- In addition to obtaining the DBS certificate described, anyone who is appointed to carry out teaching work will require an additional check to ensure they are not prohibited from teaching.

The other checks, verified on the SCR are:

Identity Checks

Identity checks are carried out to ensure that the person is who he or she claims to be. Proof of identity such as a birth certificate, driving licence, or passport combined with evidence of address, as well as proof of photographic identity, is requested before an appointment is made. Proof of identity is required in connection with an application for a DBS check and immigration checks.

If a teacher or worker is provided by a third party, such as an employment business or agency, the school always checks that the person who comes to them is the person referred by the employment business or agency by carrying out the identity checks and recording the check on the Single Central Record (SCR).

DBS Checks at St Joseph's College

St Joseph's College will ensure all volunteers, visitors and adults who meet the frequent or intensive contact test are DBS checked. This will be recorded in the Single Central Record

The following people **do not need** to apply for a DBS disclosure:

- visitors who only have brief contact with children with a member of staff present
- visitors or contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on establishment's premises
- volunteers or parents who only accompany staff and children on one-off outings or trips that do not involve overnight stays, or who only help at specific one-off events, for example a sports day or fete
- secondary pupils aged under 16 on Key Stage 4 work experience in other schools; secondary pupils in another school as part of voluntary service, citizenship or vocational studies; or Key Stage 5 or sixth form pupils on a short careers or subject placement
- people who are on site before or after hours and where there is no opportunity for contact with children, for example local groups who hire premises for community or leisure activities, or cleaners who only come in after children have gone home or before they arrive.

ST JOSEPH'S COLLEGE POLICY IS THAT **ALL** VOLUNTEERS, VISITORS AND ADULTS WHO WORK IN REGULATED ACTIVITY ARE REQUIRED TO HAVE AN ENHANCED DBS CHECK WHICH WILL BE RE-CHECKED IF THERE IS A BREAK IN SERVICE

Regulated Activity:

i. unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children;

ii. work for a limited range of establishments ('specified places'), with opportunity for contact: e.g. schools, children's homes, childcare premises. Not work by supervised volunteers;

Work under (i) or (ii) is regulated activity **only** if done regularly: "regularly" is defined as:

- once a week or more often
- 4 or more times in a 30 day period **or**
- **Overnight** = at any time between 2am and 6am with the opportunity for face to face contact.

DBS Checks when someone moves School or Local Authority

The Disclosure and Barring Service has now enabled a 'portable' aspect to DBS checks. St Joseph's College will accept this 'update service' disclosure check where: permission is given from the individual to access online records, the original certificate matches the individual's identity and the check is at the appropriate enhanced level. However, the college does not accept previously issued DBS checks. This applies to all staff moving within or between local authorities.

- The Disclosure and Barring Service should be contacted to confirm a DBS is live on the system
- If the DBS is clear, there is no need for a re-check, the Single Central record can be updated
- If the DBS indicated any additional information a new DBS should be requested. This is so the person making the recruitment decision is fully aware as to any potential risk.

Starting Work Pending a DBS Check

Where a DBS check is required, as per this policy, for an employee, supply staff or a volunteer it should be obtained before an individual begins work. In exceptional circumstances, where a school is experiencing difficulties, consideration will be given to a new employee commencing pending a DBS check but only after a barred list check has been carried out by the college; employers have a legal requirement to check whether a person is barred from working with children or prohibited from teaching, prior to engaging them in regulated activity.

DBS Confidentiality

Information disclosed as part of a DBS check is treated as confidential. It is an offence for DBS check information to be passed to anyone who does not need it in the course of their duties.

Qualification Requirements

All candidates' qualifications that are claimed in their application and are legally required for the job are verified prior to starting work eg. by asking to see relevant certificate or diploma, or a letter of confirmation from the awarding institution, or by checking with the local authority. The qualifications legally required for the job may include Qualified Teacher Status, National Professional Qualification for Headship, or medical fitness requirements.

Right to Work in the UK

St Joseph's College confirms the right of those it employs to work in the UK. All members staff are checked on their eligibility to work, and documentation is copied and stored securely for the duration

of their employment and a further 2 years after their employment has ceased. . Nationals of Gibraltar and of countries within the European Economic Area (EEA) do not need permission to take employment in the UK and will be employed on the same basis as UK nationals.

With regard to nationals who apply to work for more than one month in the UK, the school's HR manager will check that they have registered under the Worker Registration Scheme and have a valid UK work permit relevant to the local authority. Once they have worked legally in the UK for more than 12 months without a break there is no need to register on the Worker Registration Scheme. These are checked with the local authority.

Overseas Checks

Individuals who have lived or worked outside the UK must undergo the same checks as all other staff. In addition, St Joseph's College will make any further checks that are appropriate so that any relevant events that occurred outside the UK can be considered. These further checks may include a check for information about any teacher sanction or restriction that an EEA professional regulating authority has imposed, using the NCTL Teacher Services' system.

Section 128 Prohibited list check

A section 128 direction prohibits or restricts a person from taking part in the management of an independent school, including academies and free schools. This is a direction imposed by the secretary of state. Candidates who are flagged as having this prohibition will be subject to further scrutiny by the headteacher and chair of governors.

RECRUITMENT PROCEDURES

Safe practice in recruitment is essential. It requires thinking about and including issues to do with child protection and safeguarding and promoting the welfare of children at every stage of the recruitment process. Planning the recruitment exercise is particularly important. It also requires a consistent and thorough procedure for obtaining, collating, analysing and evaluating information from and about applicants. The key elements of the process are set out below:

St Joseph's College's Safeguarding Policy Statement is included in:

- publicity materials and prospectus
- the establishment's recruitment website
- advertisements
- the person specification
- the job description

Advertisement and Job Specification:

The person specification:

- Sets out the establishment's Safeguarding Policy Statement
- Include the required qualifications and experience
- Includes the requirements for working with children and specific reference to suitability to work with children
- Describe the competencies and qualities that are required and explain how these requirements will be tested and assessed during the selection process
- Explains that any relevant issues arising from candidates' information and/or references will be taken up at interview

Candidate Information Packs

- A copy of the establishment's Safeguarding Policy Statement is included

Short-listing

- Discrepancies or inconsistencies in applications from short listed candidates should be highlighted

References

St Joseph's College will request written information about previous employment history and check that information is not contradictory or incomplete. References will be sought on all short-listed candidates, including internal ones, before commencement in post, so that any issues of concern they raise can be explored further with the referee.

The references should include:

- confirmation of the applicant's current post, salary and sickness / absence record
- verifiable comments about the applicant's performance history and conduct
- whether the referee is satisfied that the person has the ability to undertake the job
- specific comments about the applicant's suitability for the post
- whether the referee is completely satisfied that the candidate is suitable to work with children and if not why not?
- details of any current disciplinary sanction
- details of any disciplinary procedures and outcomes, including expired warnings for issues related to the safety and welfare of children?
- details of any allegations or concerns about the applicant concerning safety and welfare issues or behaviour towards children, and the outcome of those concerns

The Interview

At least one member of the interview panel will have completed safeguarding training (a current list of these staff is held with the Designated Safeguarding Lead)

The candidates will be asked to bring documentary evidence of identity, educational and professional qualifications.

The agreed questions cover:

- the requirements of the post
- the candidate's attitude toward children and young people
- their ability to support the establishment's agenda for safeguarding and promoting the welfare of children
- their motivation to work with children
- their ability to form and maintain appropriate relationships and personal boundaries with children
- their abilities in working with challenging behaviours
- their attitudes to using authority and maintaining discipline
- an explanation of any gaps in a candidate's employment history
- any concerns or discrepancies from a candidate's information or a referee

VISITORS TO THE SCHOOL:

Volunteers & Visitors

The school/provider has a duty to safeguard and promote the welfare of its children. This includes a duty to take all reasonable steps to ensure that adults who come into the building or grounds are not a risk to the children or young people. This is a welcoming place and visitors enhance our provision of education. We are also fortunate to have many parents and other volunteers who are involved in school life. Some of our visitors are local authority colleagues and visit routinely for fixed appointments. Many of our parent helpers and other volunteers are well known to us. Other volunteers come to us and we do not know them at all.

PROCEDURES AND PRACTICE

Checking Volunteers

It is our responsibility to check the suitability of all volunteers who work with our children or young people. There is no one single check for all because our volunteers do not all carry out the same roles for us and some who approach us are well known to staff beforehand while others are not.

Where unsupervised volunteers meet the criteria for regulated activity, a DBS check will be required. Supervised visitors, do not fall into the category of regulated activity and so do not need a DBS check.

It is the responsibility of the person overseeing the activity carried out by any volunteer to inform F. Uschmann (HR Manager) so that relevant checks can be conducted.

GUIDANCE ON VISITORS AND VOLUNTEERS

Supply Staff

The same range of checks required for permanent employees is also required for supply staff, including those employed via employment agencies. Before taking on a supply teacher provided by an employment agency, the school requires written confirmation from the agency that the supply staff has the qualifications and safeguarding checks required for the post.

The school also requires agencies to provide confirmation that all the checks required have been satisfactorily completed. If a DBS check is pending, this must be notified to the school/provider, together with the date the disclosure was sought and subsequent confirmation of clearance. If the disclosure raises concerns the individual will be withdrawn pending further inquiries.

Where the school engages supply staff directly, it is the school's responsibility to complete all relevant checks, as for other employed staff.

Clergy

The Lay Chaplain, in liaison with the Priest Chaplain will ascertain the names of priests who will (or just might) be visiting school for example assisting with confessions, on an individual event basis. These names will be checked, for CRB/DBS certification, via the national database, though the safeguarding team at Birmingham Diocese. This will include any priests from other dioceses. Details of visiting clergy will be kept on the school's Single Central Record.

Student Teachers

St Joseph's College (SCITT) is the accredited provider of initial teacher training through the School Direct Training Programme. Where a trainee teacher follows the fee paying route, St Joseph's College is the provider and thus will need to carry out the relevant DBS checks.

Where a trainee teach follows the salaried route, their lead school becomes the employer and thus will need to conduct the DBS check.

These checks should be completed before the trainee starts. If this is not possible, the school can allow the trainee to begin if the barred list check has been completed and the school has made sure that the trainee is appropriately supervised.

As part of the recruitment procedure into the SCITT, St Joseph's College is responsible for establishing a trainee's suitability to work with children through the barred list check. This check must be in place before the trainee starts their placement.

Professional staff

Psychologists, nurses, dentists, centrally employed teachers and other local authority staff will have been checked by their employing organisation. The school just needs confirmation that checks have been carried out.

Visitors

The school does not require a visitor to obtain a DBS check if they will only have contact with children on an ad hoc or irregular basis for short periods of time. Visitors such as police officers, sporting or other celebrities, authors and musicians who go into different schools/providers to work with different children or young people are not required to be checked unless their contact with the same children is in regulated activity or unsupervised as defined earlier in this policy. It is likely that these visitors see any child/young person only once or very occasionally and will be with children in groups rather than alone and thus supervised.

Exam Invigilators

Exam invigilators are required to have an enhanced DBS check.

Governors and The Clerk to the Governing Body

We require our school governors and the clerk to the governing body to obtain an enhanced DBS check.

Contractors

Workers who come on to the premises to carry out emergency repairs do not require a DBS check as long as they are supervised. If the school/provider engages contracted building work it is very important to ensure in the contractual arrangements that the contractor confirms its staff are appropriately checked. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. The contractor should also ensure that the same procedures are followed by any sub-contractors and provide a list of its direct employees and those of any sub-contractors before they start work on site.

The school must have a sensible but secure system in place for identity checks to confirm that the individual arriving is the individual confirmed by the contractor. This should be in line with the visitor control systems (see below).

Safer recruitment systems should be considered in decisions regarding procurement in order for contractors with robust safer recruitment systems to be utilised. All decisions regarding use of contractors should be reported to the Estates Manager to ensure the relevant checks and necessary supervision are put in place.

Educational Trips

In addition to checking adult volunteers in line with this policy it is important that they are properly briefed beforehand and clearly directed during the visit.

Adult volunteers should be given clear information by the group leader about their role and responsibilities on an educational visit. We expect them to do their best to ensure the health and safety of everyone in the group. They follow the instructions of the group leader and help with discipline and control. Adult volunteers should not be in sole charge of pupils unless this has been previously agreed and for the protection of both adults and children all adult supervisors should ensure that they are not alone with a child/young person unless it is unavoidable. Further information is available in our trips policy.

Visitor Controls

We operate a visitor control system. This is a simple procedure which incorporates knowing who is on the school grounds or within the school and having some control over them. The underlying operational principles are to:

- Provide a waiting area for visitors until they can be attended to
- Identify legitimate visitors, monitor their arrival, movement around the school and departure time
- Make all visitors sign in and give the reason for their visit
- Give all visitors a name badge or name tag to wear on school premises. These should be used only once and are not transferable.
- Ensure all visitors are given details of safeguarding procedures and contacts.
- We tell our students that they should not approach any stranger not wearing a badge. They are told to report all strangers or intruders to a member of staff immediately

Safeguarding Documents:

- Single central record – see above
- Child Protection Policy
- Training Record – All staff receive Level 1 Child Protection Training. Safeguarding Training is part of the induction process all staff go through after appointment. The Designated Person and Deputy Designated Person will receive Level 2 and 3 Child Protection Training. The training record will be kept up to date by the designated person for child protection
- Related policies: see front cover
- Records of incidents of bullying or racism
- Accident Book