

HAZELWICK SCHOOL SAFER RECRUITING STATEMENT

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people.

The school operates safer recruitment procedures and ensures all appropriate checks are carried out on all staff and volunteers who work with children.

Interviews

A minimum of one person on every interview panel for the recruitment of all staff employed directly by the school has undertaken Safer Recruitment Training.

Interviews are carried out face to face. The same panel will see all candidates for a post. The interview process explores the applicant's ability to carry out the job description and meet the person specification. It enables the panel to explore any anomalies or gaps in employment history which have been identified so far in order to satisfy themselves that the selected applicant can meet the safeguarding criteria. Consideration including discussion with the candidate is also given to any information regarding previous records of cautions or convictions including information provided in a sealed envelope. All candidates are asked a safer recruitment question. A record is kept of the safer recruiting question asked and the member of the panel asking the question.

Job Descriptions and Person Specification

All job descriptions include a reference to the employee's responsibility for safeguarding and promoting the welfare of children. The person specification includes suitability to work with children.

Job Vacancy Adverts

All advertisements include a reference to safeguarding and promoting the welfare of children and young people. We state that the successful applicant will be required to complete a DBS Check within the advert. This is also reflected in the information pack sent to all applicants.

Application Forms

Application forms are used to enable all potential applicants to provide a common set of core data as follows:

- Current and former names.
- Current address.
- Full details of qualifications relevant to the position applied for including awarding body and date of award.
- Teachers provide DfE, GTC or TRN registration number.
- Full history in chronological order showing employment, study, voluntary work, with explanations for any periods not covered, and reasons for leaving employment.
- Applications are scrutinised upon receipt in order to identify any anomalies or areas of concern, which need to be followed up at interview. This includes any gaps in service or mid-career moves from permanent to supply or temporary work.
- Declaration of any family or close relationship to existing or potential employees or employers.

- Details of referees – one of whom must be the 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 previous employer should also be contacted.
- A statement from the applicant of his/her personal qualities and experience, which he/she believes meets the person specification.
- There is a statement explaining that the post is exempt from the Rehabilitation of Offenders Act 1974, requiring a signed statement that the individual is not 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. There is also an explanation of the Disclosure and Barring Service (DBS) checking requirements.
- Pre-employment health checks are also carried out by our Occupational Health provider.

Candidate Verification

All applicants are asked to provide:

- Confirmation of identity
- Proof of address
- Evidence of eligibility to work in the UK
- Confirmation of National Insurance number
- References are sought for shortlisted candidates. We expect all references received by the school to be signed or countersigned by the Headteacher if the last employment was in a school. References are scrutinised to identify any gaps or contradictions, which will then be explored at interview.
- DBS checks are carried out for all new staff and volunteers. For teaching staff, checks are also carried out against the Prohibition Order list.
- Teaching staff are required to provide proof of their Qualified Teacher status
- Verification of qualifications is achieved by visual inspection of relevant academic and professional certificates

Single Central Record

The school has in place an up to date single central record. This details the required checks undertaken for all staff employed directly by the school:

- Disclosure and Barring Service (DBS)
- Prohibition Order (teaching staff)
- GTC/DfE/TRN registration number (teaching staff)
- Professional and academic qualifications
- References
- Confirmation of identity
- Proof of address
- Evidence of eligibility to work in the UK

Volunteers, supply teachers, PGCE students and other staff not employed directly by the school are also included in the single central record.

Induction

For all new support staff, the school verifies successful completion of the probationary period.

Any offer of employment made to a candidate is conditional upon the satisfactory completion of all pre-employment checks.

All new members of staff are given an induction programme which identifies school policies and procedures, including child protection, and makes clear the expectations and codes of conduct which will govern how staff carry out their duties and undertake their role. The programme will ensure that all new staff are aware of the following policies and procedures and how to access them and raise any concerns:

- Safeguarding and welfare; e.g. child protection, anti-bullying, anti-discrimination, physical intervention/restraint, intimate care, internet safety
- Discipline and grievance, capability and whistle-blowing (Confidential Reporting Policy), Code of conduct

We provide on-going training and support for all staff, as identified through performance management.

The school culture embraces safeguarding and communicates a clear framework to employees, parents and students. We will monitor issues as they arise, and seek to continually improve the school environment, for the benefit of both staff and students. To support this we will use the 'Keeping Children Safe in Education' and 'Working Together to Safeguard Children' statutory guidance documents to review and monitor our progress, and will report to the governing body once a year.

2nd June 2014