

# Heathfield House School

## Safer Recruitment Policy

### **Introduction**

For the safety of our pupils the following procedures are followed to ensure staff, whether temporary or permanent, are appropriate to work with children.

### **Pre-appointment checks**

Caroline Goodsman has completed the Safer Recruitment training via the NSL website.

Candidates will be asked to bring a passport/driving license/ birth certificate to the first interview in order to confirm their identification.

Candidates will be asked to produce the original certificates of appropriate qualifications within the interview to ensure they have the appropriate qualifications for the job. If this is not available the candidate should obtain a letter from the institute they attended to confirm their qualification. Copies will not be accepted as proof of the candidate's qualifications.

The candidate will be asked to complete an application form. Which will ask details such as previous employment history and for professional and character referee details. This is to be completed before any interview takes place.

DBS checks must be provided, either before or at the interview. This is a multipurpose check as it encompasses many of the checks that are required. The DBS number and issue date will be recorded on interview sheets. For candidates that have come from abroad these checks are not appropriate. Instead they will be asked to produce a certificate of good conduct from their home police force.

All staff are checked on the Barred List (previously List 99) and checked on the 'Prohibited List' and 'Prohibition from Management' in accordance with the document 'Keeping children safe in Education' September 2016.

The school has regard for Disqualification under the Childcare Act 2006.

To ensure the health of the candidate questions will again be asked regarding their general health to ensure they will be medically fit to be employed in a position that involves regular contact with children.

### **Volunteers/parental helpers/students/trades people**

External companies that are used (for example Perform Drama, Mad Science) are asked to provide the necessary documentation prior to starting. They are never left alone with children. Often visitors or trades people will not have DBS checks – therefore they must never be left alone with children or left alone to walk through or around the building.

### **Additional checks for teachers**

References will be requested and only after suitable responses will the person be employed.

The candidate must be able to prove that they have Qualified Teacher Status. However, there are reasons why this would not be possible:

- \* Trainee teachers undertaking teaching practice
- \* Overseas police checks
- \* Teachers working towards QTS through an employment based programme
- \* Teachers trained overseas (outside the European Economic Area)
- \* Unqualified teachers (e.g. Instructors), where the school has been unable to find a qualified teacher with the necessary skills and expertise.

A full induction programme has been developed for all staff in order to ensure they have a full understanding of the importance of safeguarding, the signs of abuse and what they should do if a child makes a disclosure to them.

All information obtained about any candidate will be stored in a locked room that only the management team will have access to.

### **Supply Teachers**

Any staff supplied by an agency should be vetted and checked by the agency. To ensure this we must have a written letter from the agency stating that all staff that will be sent to us has the following:

- \* Have enhanced disclosure DBS checks to allow them to work with children
- \* Have checked references and all other documentation from previous employers
- \* And that at no time comment has been made by other establishments or employers that the person may not be suitable to work with children.

However, over the last 14 years we have not used supply teachers within the school.

Proof of identification will also be asked for each time the teacher works in the school.

Reviewed July 2018 by Caroline Goodsman