



Safeguarding Children - Staff Recruitment

'Safeguarding children must be everybody's responsibility. Good safeguarding practice therefore has to be built into routine procedures and practice. Nowhere is this more important than in the recruitment and vetting of people who have contact with children.' *Safeguarding children and Safer Recruitment in Education DCSF 2007*

Recruitment Procedure

The Phoenix Federation regularly reviews its recruitment procedure to ensure the safety of its pupils by preventing as far as possible, unsuitable people from working here. The following ten elements are part of the routine recruitment procedure for all teaching and non-teaching staff (including ancillary staff) who may have substantial unsupervised access to pupils. The Head of School and the Executive Headteacher has completed training in Safer Recruitment, meeting the requirements of DCSF, OFSTED and ISI. At least one member of an interview panel, or an individual at the School, must have completed safer recruitment training.

1. Disclosure and Barring Service

The Enhanced Disclosure is required for anyone whose duties include regularly caring for, training, supervising, or being in sole charge of children under 18 years of age. Anyone else who works at the school requires a Standard Disclosure from the DBS on appointment.

Pre-employment checks are required for all staff at the School and for people working on behalf of the School such as the School's volunteers, the self-employed, contractors and agency staff. They include the successful completion of a Disclosure from the Disclosure and Barring Service at an Enhanced level, a List 99 check and the Protection of Children List as appropriate.

2. Identity

Check the identity against an official document such as a passport or birth certificate.

3. References

At least two written references, including the most recent employer, with a reference request letter that specifically asks all referees to state any known reason why the person should not be employed to work with children and that there should be no material mis- statement or omission relevant to the suitability of the applicant.

4. Veracity of References

Direct contact by the School with each referee to verify the reference.

5. Interview

A personal interview, with a written record of issues covered and the assessment by the interviewer(s).

6. Veracity of Qualifications

Verification of any qualification offered by the candidate, with a written record of those verified. Teachers must have Qualified Teacher Status (QTS)

7. Full Employment History

Requirement that applicants supply a full employment history, stating that any previous employer may be approached by the school.

8. Exploration of Reasons for Termination of Previous Employment

Contact by the School, where feasible, with each previous employer involving work with children or vulnerable adults to check the reasons the employment ended.

9. Explanation of Gaps in CV

Explanation of any gaps in the CV, with a written record by the school explaining the reasons for any gaps and that the reasons have been sought and are satisfactory.

Where staff are recruited from abroad, or have resided overseas within the last five years, the School will try to obtain a 'certificate of good conduct' or equivalent from the relevant authorities of the applicant's home country where such facilities are available. This is in addition to the checks outlined in this document for all staff.

Where the School has not received the full CRB/DBS disclosure information before a member of staff arrives, as a result of a failure of CRB/DBS to respond to a disclosure application, the member of staff may work but only under special supervision with no unsupervised access to pupils.

If the School discovers that an application has made a false statement in attempting to gain employment. At the School, this will be reported to DCFS for them to consider misconduct action against the application.

10. Overseas Checks

The school follows the guidelines set by the Local Authority to carry out checks for staff how have lived or worked overseas for a set period of time.

11. Verification of Medical Fitness

The School verifies the medical fitness of staff to work with children in accordance with the Department for Children, Families and Schools and the School's guidelines.

Note on Assessing DBS Disclosures

If a DBS Disclosure shows that a person is disqualified from working with children by virtue of Section 35 of the Criminal Justice and Court Services Act 2000, the school should immediately take steps to remove the person from the premises, if he or she

is already at the school, and should contact the DBS to ensure that the Bureau has reported the matter to the police to investigate whether the person has committed an offence by applying for, or undertaking work with children while disqualified.

Similarly if a Disclosure reveals that a person is barred by DCFS and is on List 99, the school should immediately contact the DCFS Teacher Misconduct Team (Telephone 01325 392162) to confirm the position and obtain further advice. In the meantime the person should be suspended from contact with pupils.

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