



AVENUE HOUSE SCHOOL

Safeguarding Children and Safer Recruitment in Education Policy

(Reviewed annually and to be read in conjunction with our Safeguarding (and Child Protection) Policy & Procedures as well as 'Keeping Children safe in Education' - September 2016.)

Avenue House School is committed to safeguarding and promoting the welfare of children, including those in EYFS, and expects all staff to share its commitment. Avenue House School is a "Safer Recruitment" employer and seeks to minimise the risk of appointing someone unsuitable through thorough recruitment procedures and pre-employment vetting in accordance with the following:

- 'Keeping Children safe In Education', September 2016
- If a candidate's application is considered to be fraudulent or contains false information, Avenue House School will report the matter to the Secretary of State, via the DfE and also police, as appropriate.
- Safer Recruitment Training.
The Deputy Headteacher and the Governor responsible for Safeguarding and Child Protection have completed the NCSL Safer Recruitment training. This training is completed every 5 Years.
- Guidance on safe working practice for the protection of children and all staff in educational settings.

Equal Opportunities

- Avenue House School does not discriminate between candidates on the basis of race, disability, gender, religion and belief, age or sexual orientation. Avenue House School is mindful of the requirements relating to the recruitment of ex-offenders.

Recruitment Procedures

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, analysing and evaluating information about applicants as follows:

1. Advertise using "Safer Recruitment" advertisement
2. Send recruitment pack including; Safeguarding Policy, Child Protection Statement, Prospectus, Job Description, Person Specification, Recruitment

Process, Avenue House School Application Form, indicating that Avenue House School is a Safer Recruitment employer. Avenue House School's Application form has training and employment dates as a child protection measure. This helps the school search for gaps in training and/or employment and flags up questions for interview.

3. Short listed candidates are invited to interview using Safer Recruitment letter and they are also asked to provide the following proof of identity eg. driving licence or birth certificate, together with a valid passport, certificates or diplomas confirming higher education qualifications and qualified teacher status as appropriate to the post, their right to work in the UK and proof of address.

4. The Headteacher will meet with the Safeguarding Governor or Deputy Headteacher to decide:

- The standard required for the post
- The issues to be explored with each candidate
- Agreed criteria in accordance with the Person Specification

5. Two/three references are sought before interview using a Safer Recruitment form including character and safer recruitment questions. These are followed up with a telephone call, as appropriate.

6. Interview using panel at least one who is "Safer Recruitment trained questions with pre- agreed questions (including safer recruitment questions and questions to check any gaps in the candidate's application). Interviewers to assess the candidates attitude towards children and young people and his/her ability to support the school's Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate or his/her referees should be addressed, the panel will also ask the candidate if they wish to declare anything in light of the requirement for a DBS disclosure.

7. Make interview notes and observe candidates teaching (teachers). Subject to the completion of the following checks that might be outstanding, make an offer;

- Two/three satisfactory references that have been confirmed by telephone.
- Verification of identity and the right to work in the UK – passport copies taken and retained on staff file.
- An overseas check as appropriate
- Appropriate qualification check
- Verification of medical and Physical Fitness, to carry their responsibilities and that they have the physical and mental capacity for the role.
- Disclosure and safeguarding checks (DBS and vetting and barring checks) – the number and date of DBS is recorded on the Centralised Register.

- Check that candidate is not subject to a prohibition order issued by the Secretary of State, using the Employer Access On Line service
- Satisfactory attendance record
- Annual declaration by association

8. Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the DBS and DfE .

9. Enter details on staff employment check list including character/professional references, original qualifications seen and copied, medical form, check place of residence and identity including name address and date of birth by checking their passport together with two utility bills (less than 3 months old). Also check nationality, an overseas check and right to work in the UK, prohibition order check and previous employment history. Date and sign as legally required.

10. Headteacher and Deputy Headteacher/Governor to complete Employment Check List and initial and date to show that evidence has been seen and checked as appropriate.

11. Post confirmed in writing once all checks successfully completed. A contract will be produced and given to the successful candidate as appropriate.

12. If a person starts work before the DBS disclosure is received, the register will show the vetting and barring check and it will be noted that the person will not be left unsupervised until receipt of a satisfactory enhanced DBS check.

Supply Staff

Avenue House School uses approved Supply Agencies especially “Smart Teachers”, who operate Safer Recruitment procedures. The agency sends confirmation of all checks and the teacher's DBS/ CRB number. The supply teacher will provide Proof of Identity and DBS /CRB when attending Avenue House School for the first time. They are also given an information sheet regarding Safeguarding children procedures, the name of the Designated Safeguarding Lead Teacher an induction to Safeguarding and a copy of KCSIE Part 1 - September 2016.

Fit For Sport

Avenue House School uses the services of ‘Fit for Sport’ staff for lunch time, sport and extra curricular. ‘Fit for sport’ is Ofsted Registered and operate Safer Recruitment procedures. They send us a copy of their Centralised Register of staff confirming identity checks, references, qualifications, right to work, medical questionnaire and DBS / CRB. They also send annual written confirmation that these checks have been made. They have a copy of our Safeguarding (and Child Protection) Policy & Procedures and a copy of KCSIE Part 1 - September 2016.

The first time a new member of their staff attends Avenue House School their Identity is checked and their copy of their DBS / CRB is checked against Fit for sports Centralised Register of Staff, they are also made aware of the Designated teacher for Child Protection.

Parent Volunteers

Parents who accompany children on outings are only permitted to toilet children if they have an Avenue House School DBS. If a parent attends an over-night trip they must have a full DBS from Avenue House School. References are also sought for all over-night volunteers. Any parent who wants to act as a volunteer for a residential trip will be subject to a DBS, two references, an informal interview and no contrary indications from any member of staff that the volunteer would be unsuitable to accompany the school trip.

Pupils/Students in work Placements

Secondary school children (below the age of 16) in work placements do not require a DBS check. In these cases the school placing the pupil should ensure that he/she is suitable for the placement in question.

Others

For people working on site only briefly, such as plumbers, we will seek written confirmation from the contractor that they operate safer recruitment procedures.

Policy updated: May 2017

Next Review: May 2018

This policy can be made available in large print if required.