



Safer Recruitment Policy for Rush Common School

Mission Statement

Rush Common School will provide a caring supportive environment where all learners can achieve. We will promote high standards in all areas, through a creative, exciting, challenging curriculum and opportunities which meet the needs of all. We will guide and support pupils to make good choices and to develop the skills and attitudes that will prepare them for adult life.

Through engagement with local, national and worldwide communities and issues, our pupils will learn to become responsible 21st century citizens. We will take pride in all that we do and celebrate both success and effort.

School Aims

We will provide a range of exciting and challenging experiences which enable our pupils to become effective, independent learners and to prepare them for adult life.

We will promote responsible citizenship, built on respect for ourselves and others, through active links with the local and wider community.

We will promote high standards of physical, emotional and mental health and well-being among our school community.

DDA Statement

At Rush Common School we will:

- Promote equality of opportunity between disabled person and other person.
- Eliminate discrimination that is unlawful under the Act.
- Eliminate harassment of disabled pupils that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Encourage participation by disabled persons in public life.
- Take steps to account of disabled persons' disabilities, even where that involves treating disabled persons more favourably than other persons.

Introduction

In this policy as in all documents of Rush Common Academy Trust ("RCAT") any reference to Governors of Rush Common School or Trustees of Rush Common Academy Trust is a reference to the Board of Directors of RCAT and any reference to the Headteacher of Rush Common School is a reference to the Chief Executive Officer of RCAT.

This policy has been developed to embed safer recruitment practices and procedures throughout Rush Common School and to support the creation of a safer culture by reinforcing the safeguarding and well-being of children and young people in our care. This policy complies with guidance outlined in “Keeping Children Safe in Education (April 2014)”.

In addition, Rush Common School adheres to supplementary guidance to “Keeping Children Safe in Education” relating to childcare disqualification requirements placed on all schools by childcare legislation. This guidance outlines childcare disqualification requirements and staff covered. Rush Common School requires all newly appointed members of staff to complete a Staff Suitability Declaration form when they are engaged by Rush Common School (including regular volunteers and students) and the declaration is completed by all staff on an annual basis irrespective of how long they have been in post. Included in the declaration form is the requirement of all staff to provide relevant information about a person who lives or works in the same household fulfilling “disqualification by association” aspect of the guidance.

This policy reinforces the expected conduct outlined in the Code of Conduct for Staff as well as the school’s Whistleblowing Policy and Procedure with which all staff are expected to be familiar. All successful candidates for paid or volunteer employment will be made aware of these documents.

This policy is an essential element in creating and maintaining a safe and supportive environment for all pupils, staff and others within the school community and aims to ensure both safe and fair recruitment and selection of all staff and volunteers by:

- attracting the best possible candidates/volunteers to vacancies;
- deterring prospective candidates/volunteers who are unsuitable from applying for vacancies;
- identifying and rejecting those candidates/volunteers who are unsuitable to work with children and young people.

Rush Common School is committed to using procedures that deal effectively with those adults who fail to comply with the school’s safeguarding and child protection procedures and practices.

As an employer we are under a duty to refer any allegation of abuse against a member of staff to the Local Authority Designated Officer within one working day of the allegation being made. A referral will be made if a teacher or member of staff (including volunteers) has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm if they worked regularly or closely with children.

As an employer we are under a duty to refer to the Disclosure and Barring Service (DBS), any member of staff who, following disciplinary investigation is dismissed or resigns owing to misconduct towards a pupil. Any concerns in this respect may be referred prior to the completion of the process.

1. Roles and Responsibilities

- 1.1 The Board of Directors of RCAT will use reasonable endeavours to:
- ensure the school has effective policies and procedures in place for the safe and fair recruitment and selection of staff and volunteers in accordance with Department for Education Guidance and Legal Requirements;
 - monitor the school's compliance with them;
 - ensure that appropriate staff and directors have completed safer recruitment training (and repeat this every 5 years).
- 1.2 The Head Teacher will:
- ensure that the school operates safe and fair recruitment and selection procedures which are regularly reviewed and up-dated to reflect any changes to legislation and statutory guidance;
 - ensure that all appropriate checks have been carried out on staff and volunteers in the school;
 - monitor any contractors and agencies compliance with this document;
 - promote the safety and well-being of children and young people at every stage of this process.

2. Inviting Applications

- 2.1 All advertisements for posts of regulated activity, paid or unpaid, will include the following statement:
- “Rush Common School is committed to safeguarding children and young people. All post holders in regulated activity are subject to appropriate vetting procedures and a satisfactory ‘Disclosure and Barring Service Enhanced check’.”
- 2.2 All applicants can access the following documents online when applying for a post:
- a statement of the school's commitment to ensuring the safety and well-being of the pupils;
 - job description and person specification (See job advertisement);
 - the school's Safeguarding and Child Protection Policy;
 - the school's Safer Recruitment Policy;
 - an application form.
- 2.3 Prospective applicants must complete, in full, an application form. Incomplete application forms will be returned to the applicant where the deadline for completed forms has not passed.
- 2.4 All application forms must be signed. An electronic signature is acceptable. Where candidates are submitting an application form online without a signature, they will be asked to sign the form if called for interview.
- 2.5 A curriculum vitae will not be accepted in place of a completed application form.

3. Identification of the Recruitment Panel

At least one member of the Selection and Recruitment Panel will have successfully completed training in safer recruitment.

4. Shortlisting and References

- 4.1 Candidates will be shortlisted against the person specification for the post.
- 4.2 Two references, one of which must be from the applicant's current/most recent employer where possible, will be taken up before any final decisions are made so that any discrepancies may be probed/followed up.
- 4.3 Where possible, references will be requested in advance of interview.
- 4.4 References will be sought directly from the referee, and where necessary, will be contacted to clarify any anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.5 Where necessary, previous employers who have not been named as referees may be contacted in order to clarify any such anomalies or discrepancies. Detailed written records will be kept of such exchanges.
- 4.6 Referees will be asked specific questions about the following:
 - the candidate's suitability to work with children and young people;
 - any substantiated allegations;
 - any disciplinary warnings, including time-expired warnings, relating to the safeguarding of children and young people;
 - the candidate's suitability for the post.
- 4.7 Reference requests will include the following:
 - the applicant's current post and salary;
 - the applicant's sickness record;
 - the applicant's attendance record;
 - the applicant's disciplinary record.
- 4.8 All appointments are subject to satisfactory references, vetting procedures and DBS clearance.

5. Invitation to Interview

Candidates called to interview will:

- receive a letter confirming the interview and any other selection techniques;
- receive details of the interview day including any tasks to be undertaken as part of the interview process;
- be given the opportunity to discuss the process prior to the interview;
- be asked to provide proof of identity and DBS certificate if available.

6. The Selection Process

- 6.1 Selection techniques will be determined by the nature and duties of the post but all vacancies will require an interview of shortlisted candidates.
- 6.2 Interviews will usually involve face-to-face and may include additional interview techniques such as observation or exercises.
- 6.3 Candidates will be required to:
- explain any gaps in employment;
 - explain satisfactorily any anomalies or discrepancies in the information available to the panel;
 - declare any information that is likely to appear on the DBS disclosure;
 - demonstrate their ability to safeguard and protect the welfare of children and young people.

7. Employment Checks

- 7.1 An offer of appointment will be conditional and all successful candidates will be required to:
- provide proof of identity;
 - complete an enhanced DBS application with barred list information where the individual is working in a regulated activity with children and receive satisfactory clearance;
 - provide proof of professional status;
 - provide actual certificates of qualifications;
 - complete a confidential health questionnaire;
 - provide proof of eligibility to live and work in the UK e.g. passport;
 - overseas police check for any individual who within the last five years has lived or worked outside the United Kingdom.
- 7.2 All checks will be:
- confirmed in writing;
 - documented and retained as appropriate on the personnel file;
 - recorded on the school's Single Central Record;
 - followed up if they are unsatisfactory or if there are any discrepancies in the information received.
- 7.3 Where possible, employment should not commence until all checks have been satisfactorily completed. Where this is not possible, employment will commence subject to all checks and procedures being satisfactorily completed and any other appropriate safeguards be put in place.
- 7.4 Where an individual starts employment prior to the DBS certificate being available and that individual is commencing a regulated activity, a separate barred list check must be undertaken before commencement of employment.

8. Induction

- 8.1 All staff and volunteers who are new to the school will receive information on the school's Safeguarding and Child Protection Policy and procedures together with guidance on safe working practices including guidance on acceptable conduct/behaviour. These expectations will form part of new staff member's induction training.
- 8.2 All successful candidates will undergo a period of induction and will:
- meet regularly with their line manager;
 - attend any appropriate training including generalist child protection training.

9. Supply Staff

- 9.1 **Rush Common School** will only use those agencies which operate a Safer Recruitment Policy and which supply written confirmation that all relevant checks have been satisfactorily completed. Any information disclosed as part of the DBS check will be treated confidentially. These agencies should be able to demonstrate that their staff have received appropriate safeguarding training.
- 9.2 **Rush Common School** will carry out identity checks when the individual arrives at school.

10. Peripatetic Staff

Rush Common School will require that all necessary checks and DBS requirements have been satisfactorily completed for peripatetic staff.

11. Preventing Radicalisation

The Counter Terrorism Act (2015) and Keeping Children Safe in Education document (July 2015) places responsibility on schools and other agencies to ensure that they have due regard to the need to prevent people from being drawn into terrorism.

School has a duty to identify and report on any issues where someone may be identified as being drawn into terrorism or extremist views (violent or non-violent). We work with social care, the police, health services and other services (including Oxfordshire Safeguarding Children's Board) to promote the welfare of children and protect them from harm.

We have clear procedures in place for protecting children at risk of radicalisation. There is no single way of identifying an individual who is likely to be susceptible to a terrorist ideology. Staff should be alert to changes in children's behaviour which could indicate that they may be in need of help or protection. Even very young children might show signs of radicalisation.

The Designated safeguarding Lead can make a referral about any adult (to Social and Healthcare Team) or child, who school think may be vulnerable to being drawn into terrorism, via the safeguarding team (MASH) or by calling the police (999) or on 101 for non-urgent concerns.

12. Review of this Policy

The Board of Directors of RCAT, through its Human Resources Committee, review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Approved by the Human Resources Committee of the Board of Directors of RCAT on 17 January 2015. Updated for Prevent on 10th November 2015 as agreed by Board of Directors.

Signed: C Wilmshurst (Chair of Board of Directors)

Signed: L Youngman (Headteacher)

Date for Review: January 2018