**Oscott Academy**

**Safer Recruitment Policy - All Staff**

**September 2019**

This Content is applicable to both Teachers and Support Staff

Introduction

1. The Proprietor of Oscott Academy has adopted this Safer Recruitment policy in accordance with the School Staffing (England) Regulations 2009, for the safe and legal employment of

people to work in the school.

2. The Proprietor is committed to the welfare of children and young people in its care. It recognises that the legal requirements for recruiting and employing people to work in the

school include provisions specifically to protect children from harm and that following these provisions is an essential part of its duty of care. It also recognises that the legal requirements for checking prospective employees’ right to work in the United Kingdom protect those

responsible for recruitment from fines for infringing the law.

3. Proprietor has also adopted the model Child Protection Policy recommended by Birmingham City Council.

4. The Proprietor will ensure that all employees are made aware of this policy and the Child Protection Policy. It will publish them

through its scheme of publication in accordance with the Freedom of Information Act.

Guidance on the law.

5. The Proprietor is committed to following the statutory guidance in ‘

Safeguarding

Children and Safer Recruitment in Education’.

6. The Proprietor is required to ensure that checks on the

right to work in the United Kingdom comply with the requirements of the

Immigration, Asylum and Nationality Act 2006

7. The Proprietor is committed to its legal duties and responsibilities in respect of equality in employment.

Checks and recording

8. The Head of Centre is required to:

• Ensure that all required pre-employment checks on new employees, including casual and short-term employees, are made and comp

leted satisfactorily before a formal offer of employment is made in accordance with the School Staffing (England) Regulations

and other legislative provisions and that these checks are recorded in the required register (known as the ‘single central record’).

• Ensure that the required register (known as the ‘single centr

al record’) is kept of the checks already undertaken on existing employ

ees as set out in the School Staffing Regulations.

• Ensure that the required written confirmation of all required checks is obtained from agencies supplying staff to the school, including organisations providing specialist coaches or instructors and centrally managed teaching services providing staff to the school, and recorded in the required register (‘single central record’), also that the identity of each and every person supplied by an agency is checked by the school

before the person starts work for the school, as set out in

the School Staffing Regulations.

• Ensure that self-employed people engaged directly by the school

are subject to the same checks as would be the case if they were employed by the school.

• Ensure that the checks involve copying (or electronic scanning) each specified document as required, signing and dating the copy and placing the copy in secure storage in accordance with Data Protection legislation.

• Arrange for relevant volunteers to undertake an identity check, and clearance from the Disclosure and Barring Service and Independent Safeguarding Authority as specified by that Authority.

9. The Proprietor will ensure that these requirements are applied to

the selection of a Head of Centre or deputy Head of Centre.

10. The Proprietor commits the school to working in compliance with the legal requirements on schools for pre-employment checks.

11. The Proprietor will ensure that it works with the local authority and complies with the requirements of the Safeguarding Vulnerable Groups Act 2006 to refer prescribed information to the Disclosure and Barring Service when required to do so.

Risk assessment – enhanced disclosure and barring certificate

12. The Proprietor permits the commencement of employment before an enhanced criminal record certificate has been obtained only in justifiable circumstances approved by the Head of Centre following a risk assessment and provided that an application for such a certificate has been submitted. In each case the Proprietor is required by the Governing Body to record the risk assessment and the decision, monitor the situation every fourteen

days (as required by the statutory guidance on safer recruitment)

until the enhanced certificate from the Disclosure and Barring Service

is received and to be accountable for the decision to allow the employee to start work.

13. The Proprietor concurs with the Disclosure and Barring Service in not supporting the re-use of a check obtained for a job in a different school or organisation (‘portability’), even if the check was undertaken recently. It acknowledges that the Head of Centre may refer to the existence of a previous check pending an application for an enhanced criminal record

certificate as part of the risk assessment in justifiable circumstances.

The Authority’s Disclosure and Barring Panel and positive disclosures

14. The Proprietor will make any reports requested by the authority in connection with a positive disclosure obtained through a check with the Disclosure and Barring Service.

15. The Proprietor will take advice from the Authority’s Disclosure and Barring Service Panel on a positive disclosure from the Disclosure and

Barring Service , or such other persons as the Local Authority may determine from time to time and from the Authority’s Employee Relation

s Team as necessary and refer the matter to the relevant committee of the Governing Body if advised to do so.

General recruitment procedures

16. Where the Proprietor as far as reasonably practicable, that

• every job description includes a statement that the employee is responsible for promoting and safeguarding the welfare of ch

ildren for whom he or she is responsible or comes into contact.

• every person specification includes a clear statement about the requirements for any applicants to demonstrate their suitability

to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline.

• unless the Proprietor has adopted another application form complying with the statutory guidance, the school uses the current standard application forms prepared by the local authority or by the relevant church authorities.

• any gaps in education or employment, or discrepancies between information on the application form and references are investigated.

• at least two job-related written references, including one from the current employer or most recent employer (or training establishment in the case of a newly qualified teacher or school for a young person with no previous

employment experience) or most recent employer in respect of employment with children, are always obtained before interviews take place and preferably before short-listing, that relevant questions are

asked of the referee and employee in accordance with statutory guidance and any discrepancies are investigated (having regard to the statutory guidance that it is up to the person conducting the recruitment to decide whether to accede to a candidate’s request his or her current employer only if he/she is the preferred candidate after the interview but that this is not

recommended as good practice) . • a job is never offered subject to satisfactory references and that if written references are not available before an interview selection of a candidate is deferred, with the panel

adjourning and reconvening when the written references are available.

• all persons invited for interview are informed in writing of the required pre-employment checks and asked to bring relevant documentation with them on the day of the interview.

• choose suitable people, all of whom have completed the required training in safer recruitment, to interview candidates with the head of centre

and that the interviews are supplemented by other tasks and assessment as

appropriate.

• the recruitment and selection process is monitored in accordance with the

Proprietor policy on the various equality duties required of schools.

17. The Proprietor will also require selection panels for the Head of Centre and deputies and any interviewing panel including governors to follow these requirements.

Safer Recruitment Training

18. The Proprietor will undertake and maintain training in safer recruitment specified in the School Staffing Regulations.

19. The Proprietor will follow the requirement in the School Staffing Regulations that at least one member of selection panel has completed the required training in safer recruitment and that if selection as been delegated to the Head of Centre both the Head of Centre and any other employee assisting the Head of Centre with the interviews have completed the required training in safer recruitment.

Induction

20. As the schools School’s Designated Senior Person, The Head of Centre is required to introduce himself to each new employee during that employee’s first week at work and for subsequent induction to include suitable training in child protection.

21. This is in addition to statutory induction for newly qualified teachers and probation for new support staff.

Date for next review – Sep 2020