



REGENT PRIMARY SCHOOL

Safer Recruitment Policy

Reviewed by SLT: Nov 2022
Previous Review: New Policy

Approved by the Board:

The Regent Primary School Safer Recruitment Policy

TRPS management are fully committed to keeping all students in their care safe from harm. Key to this is a thorough Safer Recruitment Policy as set out below.

It can be broken down into four sections:

- prep-recruitment planning
- meeting candidates
- checks and references
- post recruitment observation and supervision

Pre-recruitment planning

This is all about discouraging abusers from applying in the first place. To do this TRPS displays safeguarding statements in many areas including – the website, advertising and promotional materials and in our recruitment literature. Applicants should be aware that there are vigorous and ongoing safeguarding checks at TRPS. Any candidate with a question mark over any part of safeguarding will be rejected.

Meeting the candidates

Interviews

There will be a face-to-face interview wherever possible, and a minimum of two interviewers will see the applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps which have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process, if it has been disclosed on the application form.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

Checks and references

Before any applicant is able to start work at TRPS the following will take place –

- Reference forms (including the most recent employer) must be returned. The previous employer will also be called via telephone or video link to discuss the applicant's suitability.
- Identity checks submitted to school
- Original copies of professional qualifications
- police checks and the sex offender register (Nigerian staff) checks will be made.

- Ex-patriate applicants will need to provide criminal record checks appropriate to their individual employment background.
- Prohibition Order checks through COBIS are sought for ex-pat staff.
- Any new employee must have signed a self-disclosure form which should be separate to the job application form. It contains specific questions about criminal convictions, warnings, reprimands and a declaration that there is nothing the person is aware of that would make them unsuitable to work with children.

After a contract is offered any issues raised in the references or CV will be discussed at a further interview, or the candidate will be rejected without consultation depending on the issues raised.

TRPS reserves the right to cancel any agreed contract if the references are not submitted or raise concerns or if any part of the candidates CV is found to be false.

Post Recruitment

Induction

After an applicant starts work a full and thorough induction process will take place. This will include safeguarding training and clear expectations of a member of staff's behaviour and the TRPS code of conduct. The procedures for reporting concerns to the DSL or DDSL will be made clear. The school's policy for ICT, mobile phone and social media use will be explained.

Observation and Monitoring

New teachers or teaching assistants will be placed in a class with at least one other experienced adult. The Head of Department will oversee the new staff member for a six-week probationary period. This will involve observations and discussions with the classroom supervisor. During this probationary period the school reserves the right to end any contract if safeguarding concerns or other breaches of the staff's code of conduct are identified.

Cleaners, Ground staff and administrative staff will also undergo the same checks as classroom staff. After employment has started the induction process is also the same covering safeguarding, code of conduct, use of mobile phones and social media. The six-week probationary period is still in place but the new employee will be paired with an existing member of staff and monitored by the relevant line-manager. Again, any shortcomings may result in immediate termination during this probationary period.

After the six-week probationary period has been successfully completed, new staff will still be monitored by Heads of Department and line managers.

Single Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personnel files, a single centralised record of recruitment and vetting checks is kept and updated and retained by the schools Registrar. The Single Centralised Register will contain details of the following: -

- All employees who are employed to work at the school;
- all others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. sports coaches etc.

The Head Teacher and DSL will be responsible for auditing the Single Centralised Register and reporting their findings to the School Board meetings.

Record Retention/Data Protection

The school is required to undertake the above pre-employment checks. Therefore, if an applicant is successful in their application, the school will retain on their personnel file any relevant information provided as part of the application process. This will include copies of documents used to verify identity and qualifications.

This documentation will be retained by the school for the duration of the successful applicant's employment with the school. All information retained on employees is kept centrally in the Registrar's office in a locked and secure cabinet and in Scholarpack on computer.

The same policy applies to any information obtained about volunteers involved with School activities.

Volunteers including external coaches/'shadows'

Under no circumstances will the school permit an unchecked volunteer to have unsupervised contact with pupils.

It is the school's policy that a Police check is required for volunteers who will engage in regulated activity but who have not been involved in any activities with the school for three consecutive months or more.

In addition, TRPS management will seek to obtain such further suitability information about a volunteer as it considers appropriate in the circumstances. This may include (but is not limited to the following):

- formal or informal information provided by staff, parents and other volunteers;
- character references from the volunteer's place of work or any other relevant source; and
- an informal safer recruitment interview.