



**BROCKWOOD PARK SCHOOL &  
INWOODS SMALL SCHOOL including EYFS  
SAFER RECRUITMENT POLICY**

Last Review Date	August 2020
Policy endorsed by	The Trustees & Principal
Policy is owned by	Recruitment Manager & Principal
Policy is maintained by	Recruitment Manager
ISI reference	A13, E8
Next review date	August 2021

The purpose of this policy is to set out the minimum requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies;
- Deter prospective applicants who are unsuitable for work with children or young people;
- Identify and reject applicants who are unsuitable for work with children and young people.

#### **Identification of Recruiters**

Subject to the availability of training, the school will maintain a position in which at least one recruiter has successfully received accredited training in safe recruitment procedures.

#### **Inviting Applicants**

- Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

*“The school is committed to safeguarding children and young people. All post holders are subject to a satisfactory Disclosure and Barring Service (DBS) check.”*

- Prospective applicants will be supplied, as a minimum, with the following:
  - Job Description;
  - The School’s Safeguarding & Child Protection Policy;
  - The School’s Safer Recruitment Policy (this document);
  - The School’s Code of Conduct;
  - A list of documents to provide as entitlement to work in the UK;
  - An application form.
- All prospective applicants must complete, in full, an application form.

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### **Short Listing and References**

- Short-listing of candidates will be against the job description for the post.
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or email in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:
  - o The candidate's suitability for working with children and young people;
  - o Any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
  - o The candidate's suitability for this post.
- School employees are entitled to see and receive, if requested, copies of their employment references.

### **Secretary of State Prohibition Orders (teaching roles)**

- In all cases where an applicant is to undertake a teaching role of any kind a Prohibition Order check will be made using the Employer Access Online Service. It is anticipated that this will be performed at the shortlisting stage but will in any case be made before any offer of employment is made.
- Prohibition orders prevent a person from carrying out teaching work in schools, sixth form colleges, 16 to 19 academies, relevant youth accommodation and children's homes in England. A person who is prohibited from teaching must not be appointed to work as a teacher in such a setting.
- Prohibition orders are made by the Secretary of State following consideration by a professional conduct panel convened by the National College for Teaching and Leadership (NCTL). Pending such consideration, the Secretary of State may issue an interim prohibition order if it is considered to be in the public interest to do so.
- Any member of the School Management Team employed post 6<sup>th</sup> July 2015 will be subject to a Prohibition from Management check through DBS. The wording 'Child Workforce Management in an Independent School' must be included in the position section on the form.

### **The Selection Process**

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will always be required:
  - To explain satisfactorily any gaps in employment;
  - To explain satisfactorily any anomalies or discrepancies in the information available to recruiters;

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- To declare any information that is likely to appear on a DBS check;
- To demonstrate their capacity to safeguard and protect the welfare of children and young people.

### **Employment Checks**

- All successful applicants are required:
  - To provide proof of identity;
  - To complete a DBS application for an Enhanced DBS check and receive satisfactory clearance;
  - Have a satisfactory certificate of good conduct relating to time spent living outside of the UK, where applicable;
  - To pass a Prohibition from Teaching check (if in a teaching role);
  - where applicable to pass a Prohibition from Management check;
  - To provide actual certificates of professional qualifications, as deemed appropriate by the School;
  - To complete a confidential health questionnaire and be deemed mentally and physically fit to perform the role;
  - To provide proof of their right to work in the United Kingdom;
  - To complete a childcare disqualification declaration.

### **Portability of DBS Certificate Checks**

Staff may wish to join the DBS Update Service if they are likely to require another check in the future or may already have subscribed to the service and wish to provide their current DBS certificate. Applicants may sign up to the Service for a fee of £13 per annum, which is payable by the applicant to the DBS Update Service directly.

This allows for portability of a Certificate across employers. The School will:

- Obtain consent from the applicant to carry out an update search.
- Confirm the Certificate matches the individual's identity.
- Examine the original certificate to ensure that it is for the appropriate workforce and level of check, ie enhanced certificate/enhanced including barred list information.

The Update check would identify and advise whether there has been any change to the information recorded, since the initial Certificate was issued. Applicants will be able to see a full list of those organisations that have carried out a status check on their account.

### **DBS Certificate**

The DBS no longer issue Disclosure Certificates to employers, a copy is sent directly to the applicant and the Recruitment Manager is notified by email and is able to view the certificate online.

### **Proof of identity, Right to Work in the UK, EU Settlement & Verification of Qualifications and/or professional status.**

All applicants invited to attend an interview at the school will be required to bring their identification documentation such as passport, EU Settlement status, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in UK in accordance with those set out in the Immigration, Asylum and Nationality Act 2006 and DBS Code of Practice Regulations.

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In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification required for the position and claimed in their application form.

### **Fitness to undertake the role**

A confidential pre-employment health questionnaire must be completed to verify the candidate's mental and physical fitness to carry out their work responsibilities. A job applicant can be asked relevant questions about disability and health in order to establish whether they have the physical and mental capacity for the specific role. The completed medical form will be seen by the Recruitment Manager and/or the Principal and will be kept in a sealed envelope on their staff file.

### **Individuals who have lived or worked outside the UK**

When appointing a UK citizen who has lived overseas or a non-UK citizen, a Certificate of Good Conduct must be obtained (where possible) from the embassy of the country the applicant has specified they have spent a significant period of time in. This must happen where the applicant has lived or worked (including studying) in a foreign country for a period of 12 months within the last 10 years.

There are a number of exemptions to this:

- If the applicant is currently employed by the school and has already provided the certificate, which can be used for future appointments providing that there is no break in service;
- Applicants that have spent time overseas as part of Her Majesty Service i.e. Army, Navy, Airforce;
- Applicants that are seeking asylum will be unable to provide such documentation, as contacting the embassy may jeopardise their safety.

If an applicant is unable to provide a Certificate of Good Conduct, evidence must be presented to show that an attempt to obtain a copy has been made.

Any costs incurred for obtaining a Certificate of Good Conduct must be met by the individual and will not be reimbursed.

If an applicant is unable to obtain a Certificate of Good Conduct then a Risk Assessment Form must be completed and signed off. All other pre-employment checks must be completed.

### **Childcare Disqualification Declaration**

Where relevant, all applicants must complete a self-declaration form provided by the school in relation to the Childcare Disqualification Regulations 2009. This is to cover circumstances where the individual has a conviction that may result in them being barred from working with children or someone living at the same residential address is barred from working with children. Where a positive declaration is made a waiver must be applied for from Ofsted, and be satisfactorily granted, before the applicant may commence work.

This applies to:

- Early Years Provision - staff who provide any care for a child up to and including reception age. This includes education in nursery and reception classes and/or any supervised activity (such as breakfast clubs, lunchtime supervision and after school care)

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provided by the school) both during and outside of school hours for children in the Early Years age range; and

- Later Years Provision (for children under 8) - staff who are employed to work in childcare provided by the school outside of school hours for children who are above reception age but who have not attained the age of 8. This does not include education or supervised activity for children above reception age during school hours (including extended school hours for co-curricular learning activities, such as the school's choir or sports teams) but it does include before school settings, such as breakfast clubs, and after school provision.

### **Offer of Appointment**

The appointment of all new employees is subject to the receipt of a satisfactory enhanced DBS Certificate, references, medical checks, prohibition checks, childcare disqualification checks and waivers, copies of qualification and proof of identity.

### **Single Central Record**

The School must keep a Single Central Record, referred to in the regulations as the register. The Single Central Record must cover all staff (including supply staff, and teacher trainees on salaried routes) who work at the School. Confirmation that these checks have been carried out along with the date the check was undertaken/obtained must be logged on this record for all employees of the school.

### **Induction**

The School recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing support for all staff including those staff involved in EYFS.

All staff who are new to the school will receive induction training to help them understand their roles and responsibilities, that will include the school's safeguarding and child protection policies, emergency evacuation procedure, equality policy and health and safety policy.

The School will also support staff to undertake appropriate training and professional development opportunities to ensure that they offer quality learning and development experiences for children that continually improve.

Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

Regular, weekly staff meetings are held within both Brockwood Park School and Inwoods Small School for the supervision of staff who have contact with children and families, to ensure that the staff have the opportunity to discuss any issues arising, particularly concerning children's development or well-being; to identify solutions to address issues as they arise and to receive coaching to improve personal effectiveness.

### **Safer Employment Practices**

Brockwood Park School and Inwoods Small School follow the Government's recommendations for the safer recruitment and employment of staff who work with children. All members of the teaching and non-teaching staff at the school, including part-time staff, temporary and supply staff, and visiting staff, such as musicians and sports coaches, are checked with the Disclosure and Barring Service (DBS), barred lists and

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prohibition orders before starting work. Retrospective checks on all staff appointed since 1 April 2012 have been completed. All Trustees, volunteer helpers, contractors working regularly during term-time, and adult members of the families of members of staff who live on site are also vetted. Our policies are reviewed by the Trustees annually.

Assurance is obtained that, where they will not be supervised by a member of school staff, appropriate child protection checks and procedures apply to any staff employed by another organisation and working with the school's students on another site.

The school has a duty to report to the DBS (within 1 month of leaving) any person whose services are no longer required by the school because they are considered unsuitable to work with children. Referrals on this basis are where the school has concerns that a person has caused harm, or poses a future risk of harm to vulnerable groups, including children. Where a referral has been made to the DBS, it may also have to be made to the National College for Teaching and Leadership (NCTL). This could be where a teacher has been dismissed (or would have been dismissed had he/she not resigned) and a prohibition order may be appropriate. The school will refer to Teacher misconduct: the prohibition of teachers (July 2014) and contact the NCTL in such cases to seek advice.

### **Site security and student supervision**

Although Brockwood Park School and Inwoods Small School have a relatively relaxed atmosphere the safety of our students is of paramount importance. There is no staff uniform in any department and the staff does not wear lanyards. All visitors are required to report to reception at Brockwood and to the office at Inwoods, to wear a badge and be accompanied by an adult member of the school unless they are attending a publicised event or are on a tour with students (in which case there should always be two students present). If they are visiting the school at a time when reception is closed they should be met and be accompanied by a member of staff. Staff are required to ensure that all visitors, whether or not they are known, comply with these requirements. Students are encouraged to be polite and welcoming but also to enquire who visitors are and to tell them to report to reception if they are not accompanied by staff.

Boarding accommodation is only accessible by keypad to the students in the relevant wings, the Pavilions and Cloisters, the staff who live and work in them and other relevant staff members. The key code should not be given to other staff, or visitors, working in the area. If the code is breached it should be changed within 12 hours.

### **Protocols for Guest Speakers**

Occasionally, we may invite speakers from the wider community to give talks to enrich our students' experience. The School recognises the enormous benefit gained by students from speakers from all walks of life. Both the School and students greatly appreciate the time and effort that Visiting Speakers put in to their presentations.

The purpose of the following information is to set out the School's legal obligations when using Visiting Speakers and to set out the standards of behaviour expected from Visiting Speakers. This policy should be read in conjunction with the School's Safeguarding & Child Protection Policy.

### **Overview**

The Prevent statutory guidance (<https://www.gov.uk/government/publications/prevent-duty-guidance>) expects schools to have clear protocols for ensuring that any visiting speakers are

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appropriately supervised and suitable. This policy was therefore drawn up having had regard to the Government's Prevent Duty guidance and the School's wider safeguarding obligations.

The School's responsibility to students is to ensure that they can critically assess the information that they receive as to its value to themselves, and that such information is aligned to the ethos and values of the School and universal human values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.

### **School Protocol**

All requests for outside speakers (be this from a student or school staff) must firstly be discussed with the Principal. The School will undertake a risk assessment before agreeing to a Visiting Speaker attending the School. This will take into account any vetting requirements considered appropriate in the circumstances, and may include a DBS check if relevant. The School may also conduct research on the Visiting Speaker and/or their organisation, as appropriate. The School will not use a Visiting Speaker where any link is found to extremism, such as extremist groups and movements.

The School will obtain an outline of what the speaker intends to cover in advance of the Visiting Speakers visit. The School will also request a copy of the Visiting Speaker's presentation and/or footage in advance of the session to ensure it is appropriate to the age and maturity of the students to be in attendance and does not undermine human values or the ethos and values of the School.

A member of school staff will be present during the visit/talk, who will monitor what is being said to ensure that it aligns with the values and ethos of the school and human values. In the unlikely event that the talk/presentation does not meet this requirement, Visiting Speakers will be informed that school staff have the right and responsibility to interrupt and/or stop a presentation. The member of staff will report this to Principal as soon as reasonably practicable after the talk/visit.

Visiting Speakers will be supervised by a School employee whilst on School site. At no point will a Visiting Speaker be left unsupervised on School site whilst students are present.

On arrival at the School, Visiting Speakers will be required to show an original current identification document including a photograph such as a passport or photo card driving license and will be asked to sign the visitors book. The Visiting Speaker will be issued with a visitors' badge which they must wear at all times whilst on school site. Visiting Speakers will also be sent a copy of the Code of Conduct and Safeguarding & Child Protection Policy in advance.

The School will keep a formal register of visiting speakers. Any information gathered will be kept in accordance with the School's Data Protection Policy.