

# **SKIPPERS HILL MANOR PREPARATORY SCHOOL**



## **Safer Recruitment Policy**

This policy applies to all appointments in the school, including in the EYFS

Reviewed: September 2018  
Next review: September 2019

Headmaster: Mark Hammond  
Deputy Head: David Leggett  
Safeguarding Governor: Chris Sanderson

## SAFE RECRUITMENT

The safe recruitment of staff in Schools is the first step to safeguarding and promoting the welfare of children in education. Skippers Hill Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The School recognises the value of, and seeks to achieve a diverse workforce, which includes people from different backgrounds with different skills and abilities. The School is committed to ensuring that the recruitment and selection of all who work within the School is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. This document provides a good practice framework to comply with the principles set down in the School's Equality Policy.

The aims of the School's recruitment policy are:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position;
- to ensure compliance with all relevant legislation, recommendations and guidance including the statutory guidance published by the Department for Education (**DFE**), *Keeping Children Safe in Education 2015* and any advice published by the Disclosure and Barring Service (**DBS**);
- to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Skippers Hill Manor School Nursery recognises the importance of following recruitment and selection procedures on the appointment of employees and volunteers, which help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Recruitment procedures are carried out in accordance with guidance given in 'Keeping Children Safe in Education (2015) (KCSIE).

To ensure safer recruitment, the procedures are designed to:

- Scrutinise applicants
- Verify identity
- Verify academic or vocational qualifications
- Obtain professional and character references ideally prior to interview
- Check previous employment history
- Ensure that a candidate has the health and physical capacity for the job
- Incorporate a face to face interview
- Include a Disclosure and Barring Services (DBS) check
- Undertake a prohibition order check (for those staff working in a teaching capacity\*) and a prohibition from management check where appropriate, and also an EEA prohibition check for staff appointed from the EEA other than England (see Safer Recruitment Policy for further detail)
- Check a person's right to work in the UK

- Where a prospective employee has lived or worked overseas, undertake such checks as are equivalent to the DBS check in the relevant country/ies, as required.
- Maintain a record in the Central Register of Appointments to demonstrate that the above checks have been undertaken.
- This includes coaches, teaching assistants, peripatetic staff etc.
- Follow through a checklist from application to start of appointment at the school to ensure all safe recruitment checks and procedures are undertaken to safeguard pupils.
- Obtain a self declaration from all staff confirming that they are not disqualified by the Childcare (Disqualification) Regulations 2009 and that they are not disqualified by association because they live in the same household as someone who is disqualified.

These procedures apply to all adults who may undertake a regulated activity (unsupervised) with the children in either a paid or voluntary capacity. The school will verify that child protection checks and procedures listed above have been successfully undertaken for all staff employed by another organisation and who work with the school's pupils either at the school or on another site. This applies, for example, to staff at a swimming pool or an outward bound activity centre and to visiting staff running activities or undertaking sports coaching, even where such staff are paid directly by the parents.

## **Interviews**

The selection process will include the following:

- a face to face professional interview including a question related to safeguarding children
- and an activity with children, as appropriate
- all recruitment will be undertaken with at least one member of the panel having undertaken Safer Recruitment Training.
- questions will be agreed in advance by the panel
- the panel will undertake a regular review of safer–recruitment procedures

## **Staff training on Safe Recruitment:**

Key staff involved in the recruitment of new personnel have undertaken face to face Safe Recruitment training. This must be renewed every 5 years:

**Mark Hammond - expiry January 2024**

**Sarah Hammond - expiry January 2024**

Other staff have taken online Safer Recruitment training.  
Certificates of qualification are available in the school office.

Once appointed, staff will be asked to sign an annual form that nothing has changed to their DBS status within the previous 12 months.