

**SAFEGUARDING CHILDREN AND SAFER RECRUITMENT IN EDUCATION POLICY** *(TO BE REVIEWED ON A REGULAR BASIS AT LEAST ANNUALLY AND BE READ IN CONJUNCTION WITH SAFEGUARDING CHILDREN / INTER-AGENCY CHILD PROTECTION POLICY)*

Unicorn is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Unicorn School is a 'Safer Recruitment' employer and seeks to minimise the risk of appointing someone unsuitable through thorough recruitment procedures and pre-employment vetting, in accordance with the following:

- Safer Recruitment and Selection in Educational Settings, replaced by Safeguarding Children and Safer Recruitment in Education / Every Child Matters (from January 2007).  
If a candidate's application is considered to be fraudulent or contains false information, Unicorn School will report the matter to the Secretary of State, via the DfES and also the Police as appropriate.
- Safer Recruitment Training.  
The Head and the Deputy Head have completed Safer Recruitment training in November 2007 (repeated by the Head in Sept 2009) and May 2008 respectively and the Bursar and the School Secretary completed training in March 2009.
- Guidance on safe working practice for the protection of children and staff in education settings.

**Equal Opportunities**

- Unicorn does not discriminate between candidates on the basis of race, disability, gender, religion and beliefs, age or sexual orientation. Unicorn School is mindful of the requirements relating to the recruitment of ex-offenders.

**RECRUITMENT PROCEDURE**

At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants as follows:

1. Advertise, using 'Safer Recruitment' advertisement.
2. Send recruitment pack including: Safeguarding Children Policy, Prospectus, Job Description, Person Specification, Recruitment Process, School Medical Questionnaire and Application Form indicating that Unicorn School is a 'Safer Recruitment' employer. Unicorn School's application form has training and employment dates as a Child Protection measure. This helps the school search for gaps in training and/or employment and flags up questions for interview.
3. Short list applicants, checking gaps in service and noting questions to ask in interview. Candidates are invited to interview using 'Safer Recruitment' letter, and they are requested to provide the following: proof of identity eg driving licence or birth certificate, together with a valid passport, certificates or diplomas confirming higher education qualifications and qualified teacher status or as appropriate to the post.

4. A panel of at least 2 member of staff, one of whom has been trained in Safer Recruitment and a second who has authority to make the decision on the appointment will meet to:
  - Reach a consensus about the required standard for the post
  - Consider the issues to be explored, with each candidate and who will ask them
  - Agree assessment criteria in accordance with Person Specification
5. Two written references are sought, pre-interview ideally, using a 'Safer Recruitment' form including character and 'Safer Recruitment' questions, with telephone confirmation sought.
6. Interview using panel with at least one member who is 'Safer Recruitment' trained with pre-agreed interview questions (include 'Safer Recruitment' questions and questions to check any gaps in the candidate's application). Interviewers should assess the candidate's attitude towards children and young people and his/her ability to support the school's Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate and/or Referee should be addressed, the panel will also ask the candidate if they wish to declare anything in light of the requirement for a CRB disclosure. School to record a satisfactory explanation for gaps in CV.
7. For teaching appointments, make interview notes and retain record of the outcome. Observe candidate teaching.  
Subject to the completion of the following checks that might be outstanding, make a conditional offer:
  - two satisfactory written references that have been confirmed by telephone
  - verification of identity and right to work in the UK – passport copies taken and retained on staff file
  - appropriate qualifications checked, copied and retained on file.
  - verification of medical fitness
  - ensure disclosure and safeguarding checks are satisfactory [CRB and List 99 – the number and date of CRB is recorded on the central register but the disclosure is kept under secure conditions and shredded within 6 months except in the event that the school had to use supply staff from an agency]
  - satisfactory attendance record
  - Subject to satisfactory receipt of the L99, an employee can commence work whilst awaiting the result of the enhanced CRB, providing that they are closely supervised and reviewed at least every two weeks. The person in question will be informed about these safeguards
  - Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the police and/or the DCSF and ISA Children's Safeguarding Operations within one month.

## **VETTING AND BARRING TIMELINE [RECRUITMENT PROCEDURE WILL ALTER AS INDICATED BELOW]**

Check with the Independent Safeguarding Authority by telephone or on line the registration status and number of candidate (barred or not barred status).

- List 99 replaced by 2 new ISA barred lists for children and adults. Checks on these lists should be requested as part of an enhanced CRB check. All CRB checks must be enhanced.
- July 2010: Individuals wanting to work with children may apply to the CRB for registration (though not legal requirement until November 2010).
- July 2010: New CRB application form to allow applications for Independent Safeguarding Authority registration concurrent with CRB check (ISA check does not replace CRB check).
- July 2010: Employers may check an individual's ISA registration status
- November 2010: Registration with ISA becomes a legal requirement for those applying to work with children, and a legal requirement for the school to check that an individual has done so.
- November 2010 – 2015: 5 year phased roll-out for existing employees of registration.

From November 1<sup>st</sup> 2010, it is an offence to knowingly employ (or take on as a volunteer) in an ISA regulated activity someone who is barred from such activity. From November 1<sup>st</sup> 2010, when ISA registration becomes mandatory for new entrants and movers, it will be a criminal offence, with severe penalties:

- To work in an ISA regulated activity role without being ISA registered
  - Not to check that potential new employers or volunteers are ISA registered
8. Enter details on staff employment check list including character/professional references, original qualifications seen and copied, medical form, check place of residence and identity including name, address and date of birth by checking their passport together with two utility bills (less than 3 months old). Also check nationality and right to work in UK and previous employment history. Dated and signed as legally required.
  9. Bursar and School Secretary to complete Employment Check List and initial and date to show that evidence has been seen and checked as appropriate.
  10. Post confirmed in writing once all checks successfully completed. A contract will be produced and issued to the successful candidate, as appropriate.
  11. Follow induction procedure NB for a senior post the job description may be altered to reflect the successful candidate's expertise and experience.
  12. If a person starts work before the CRB disclosure is received, the register will show the List 99 date and check and it will be noted that the person will not be left unsupervised until receipt of an enhanced CRB check. The situation is reviewed every 2 weeks and the person is informed of the situation.
  13. If the applicant is successful, the school retains the relevant information. Where the application is unsuccessful, documentation is confidentially destroyed after 6 months.

### **SUPPLY STAFF**

Unicorn has generous internal staffing and does not normally use agencies. If using agency supply staff Unicorn School would check the identity of the teacher. Unicorn School will also check with the supply agency and obtain written confirmation that all appropriate 'Safer Recruitment' checks have been carried out including whether an enhanced CRB check has been made and whether any information was disclosed (if so a copy to be sent to the school). The school also uses a pool of part-time Unicorn teachers as supply teachers all of whom are CRB checked and are well known to the school.

### **GAP STUDENTS**

Unicorn does not recruit gap students from overseas but is aware of the procedure.

### **OVERSEAS STAFF**

If employing / using overseas personnel a List 99 and CRB Disclosure and where appropriate PoCA List checks must be completed. In addition, criminal records information should be sought from the police authorities in the relevant country and/or certificates of good conduct obtained from the embassy. Where application, 'right to work' is routinely checked.

### **VOLUNTEERS**

As a parent owned school Unicorn has many parent volunteers. Currently 84% of families have one or more parents with an enhanced CRB check. Only well established volunteers assist on a weekly basis with a school activity. However, for the benefit of doubt, from 1 September 2009 the school will apply Safer Recruitment Checks to all new parents who choose to volunteer. These will include an enhanced CRB check (as before), two references, an informal interview and no contrary indications from anyone in the school. Teachers are provided with lists of parents who have undergone checks so that they can ensure that they are using appropriately cleared individuals as volunteers as needed.

### **NANNY VOLUNTEERS**

With effect from 1 September 2009 the school will also apply Safer Recruitment Checks for any nanny wishing to volunteer. These will include an enhanced CRB check (as before), two references, an informal interview. Where a nanny does not have sufficient residency for a CRB check, the school shall require that they have 6 months minimum service with a Unicorn family and that the family provides a detailed reference in support of them - this would need to be specific and cover any disciplinary matters that may have arisen.

### **GOVERNORS**

We ensure that we carry out all the necessary checks on suitability of people who serve on the school's governing body in accordance with Safer Recruitment as per our recruitment policy above. When a new chair is appointed a special CRB check through the DCSF and countersigned by the Secretary of State is undertaken using a Veri-fy form.

**PUPILS/STUDENTS IN WORKPLACE PLACEMENTS**

Secondary School pupils on work experience are not required to have a CRB check. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.

**RETIREMENT**

The regulations set a default retirement age of 65 for all employees. Where an employer wishes an employee to retire on or after the retirement age, the employer must follow a statutory procedure. Cases should be looked at on an individual basis but essentially, employers are required to give between 12 and 6 months' notice of the intention to retire an employee and also to give the employee the opportunity to request to work beyond the age of 65. Any decision to retire someone below the age of 65 will need to be objectively justified.