



LANGLEY SCHOOLS



This policy is for Langley Schools
(Langley Prep School at Taverham Hall and Langley School)

“The school is strongly committed to promoting equal opportunities for all, regardless of gender, pregnancy or maternity, disability, race, religion or belief, cultural background, linguistic background, special educational need, sexual orientation, gender reassignment or academic or sporting ability.”

Safer Recruitment in Education Policy

(To be read in conjunction with Langley Prep School at Taverham Hall and Langley Schools' Safeguarding Policy which can be found on the School's respective websites)

Last approved by Governors:

This Policy was reviewed at a meeting of the Senior Leadership Team (SLT)

Next Review Date: Spring Term 2020

Name of SLT Signatory:

Role of SMT Signatory:

INTRODUCTION

This policy applies to all sections of the School including the Early Years and Foundation Stage (EYFS). Langley Prep School at Taverham Hall and Langley School ("the School's) is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This Recruitment Policy draws on and supports the School's Safeguarding Policy. The School's recruitment policy and process derive from, and comply with, 3 complementary sets of legislation and guidance:

- Keeping Children Safe in Education, September 2018
- Boarding Schools National Minimum Standards NMS 14, April 2015
- The Education (Independent Schools Standard) Regulations, April 2015

The requirements of NMS 14 must be adhered to when recruiting all staff who work with boarders after the normal daily curriculum programme finishes. Satisfactory 'Disclosure Barring Service' (DBS) disclosures must be received for all new staff and volunteers who fall into this category before they are allowed to begin work. For all others, the Headmaster may authorise a new member of staff or volunteer to start work prior to receipt of a satisfactory DBS disclosure providing that a satisfactory DBS check has been completed and submitted, and a risk assessment has been conducted with satisfactory measures put in place to supervise the new member of staff.

AIMS AND OBJECTIVES

The aim of the Safer Recruitment Policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation. If a member of staff involved in the recruitment process has a close personal or familial relationship with an applicant they must declare as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

ROLES AND RESPONSIBILITIES

It is the responsibility of the governing body to:

- Ensure the School has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Department for Education (DfE) guidance and legal requirements.
- Monitor the School's compliance with them.

It is the responsibility of the Headmasters, School Business Manager, Human Resources Manager and other Managers involved in recruitment to:

- Ensure that the School operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the School.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

The governing body has delegated responsibility to the Headmasters (teaching staff) and School Business Manager/Human Resources Manager (support staff) to lead in all appointments. School governors may be involved in staff appointments but the final decision will rest with the Headmasters.

SAFER RECRUITMENT TRAINING

The Headmasters, the Deputy Head (DSL), the Head of Pre-Prep, the School Business Manager, Human Resources Manager, the Head of Estates and Operations and the HR Administrator have completed Safer Recruitment in Education training. Guidance on safe working practice for the protection of children and staff in education settings is regularly given, taking into account any important and significant changes in legislation and/or best practice.

All new staff have Safeguarding induction led by the Designated Safeguarding Lead (or by a Deputy in the DSL's absence) and complete online Safeguarding and Prevent training prior to starting at the school.

RECRUITMENT AND SELECTION PROCEDURE

Advertising

To ensure equality of opportunity, the School will advertise vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the School's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the General Data Protection Regulation. All literature pertaining to posts will contain the following statement of commitment to safeguarding children and young people:

"Langley Prep School at Taverham Hall/Langley School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young adults. The successful applicant will be required to undertake an enhanced DBS disclosure check and appropriate child protection screening, including checks with past employers on the candidate's suitability to work with children."

Application Forms

Langley School's uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children. CVs will not be accepted to replace application forms, but they may act as an addition.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and other professional regulatory bodies (eg. Teaching Regulation Authority (TRA); Disclosure and Barring Service (DBS)).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job.

References

References for short listed applicants will be requested in advance of an interview for all posts. This will include the most recent employer and (where applicable) the most recent education employer where the last employer was not within the education sector.

Internal candidates are also required to provide references before interview. These will only be accepted from a senior member of staff with the appropriate level of authority.

The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided (including the most recent education employer). These will always be sought and obtained directly from the referee as their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up.

Direct contact by phone or face-to-face will be undertaken with each referee to verify the reference. References submitted via email will also be verified either by phone or face to face.

The School does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview, and the same panel will see all 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 that have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria. Interviews will always contain questions that relate to safeguarding and a record kept of this.

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.

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

Proof of identity, Right to Work in the UK & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring at least 3 identification documents as proof of address/ 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. Valid ID documents include:

- Valid Passport
- Current Valid Driving Licence
- Marriage Certificate
- Birth Certificate
- Utility Bill/Landline Phone Bill (issued within the last 3 months)
- Bank/Building Society Statement (issued within the last 3 months)
- Credit Card Statement (issued within the last 3 months)

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

Original documents will only be accepted and photocopies will be taken.

OFFER OF APPOINTMENT AND NEW EMPLOYEE PROCESS

The appointment of all new employees is subject to the receipt of all checks returned back satisfactory such as DBS Certificate, Barred List (and all other required checks specific to the role). A personal file checklist will be used to track and audit paperwork obtained in accordance with the Safer Recruitment Training. The checklist will be retained on personal files.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered 'SPENT' must be declared when applying for any position at Langley Schools.

DBS (Disclosure and Barring Service) Certificate

All staff at Langley Schools require an enhanced DBS Certificate and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. Members of staff at Langley Schools are aware of their obligation to inform the Human Resources department of any cautions or convictions that arise between these checks taking place.

Portability of DBS Certificates Checks

The DBS code of Practice, the Independent Boarding School Association and OFSTED does not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. Langley Schools are committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

Barred List (formerly known as List 99)

Before starting work all new staff will be checked against the barred list, a list maintained by the Disclosure and Barring Service (formerly the Independent Safeguarding Authority) of individuals who are barred from working with children. The children's barred list replaces:

- List 99 (individuals barred from working in education under section 142 of the Education Act 2002)
- Protection of Children Act list (PoCA)
- Disqualification orders operated by the criminal justice system.

It is illegal for schools to employ anyone who is on the list.

Prohibition List

All staff who carry out teaching work will be checked on the DfE Secure Prohibition list for the following:

- Those that have been prohibited from teaching
- Those that have failed to successfully complete their induction or probation period
- Those that may be the subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current

Prohibition from Management of Independent Schools (Section 128 Directions)

All staff appointed into management positions will be subjected to a s.128 direction. For all members of staff in regulated activity, the check is carried out through the DBS; a s.128 direction would show on a DBS barred list check.

The following staff would be considered to be in management positions:

- Headmaster
- All staff in the Senior Management/Leadership Team (including non-teaching staff)
- Heads of Department
- Anyone in a 'management' role

Dealing with convictions

The School operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Changes in circumstances;
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the School Business Manager/HR Manager. A decision will be made following this meeting.

Medical Fitness

There are certain questions the School may ask at an interview stage to determine whether applicants can undertake a function which is intrinsic to the job. Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All successful applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.

Overseas checks

All new employees where persons have lived outside the UK are subject to additional checks in accordance with the Immigration, Asylum and Nationality Act 2006. The School, in accordance with the UK Border Agency Code of Practice, will sponsor all new foreign members of staff.

Induction Programme

All new employees will be given an induction programme, which will clearly identify the School policies and procedures, including the Safeguarding Policy, and make clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Centralised Register of Members of Staff (Single Central Register)

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 in accordance with the DfE/ISI requirements. This is kept up-to-date and retained by the HR Administrator. The Centralised Register will contain details of the following:

- All employees who are employed to work at the School;
- All employees who are employed as supply staff to the School whether employed directly or through an agency;
- 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, eg sports coaches etc.

Record Retention / Data Protection

Langley Schools will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (ie shredded). The 6 month retention period is in accordance with the GDPR and will also allow the School to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in the School Business Manager's Office (Prep School) HR Office (Senior School) and are in locked and secure cabinets.

Ongoing Employment

The Schools 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 Schools will therefore provide ongoing training and support for all staff, as identified through the appraisal procedure.

Leaving Employment at Langley Schools

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. The DSL will refer all cases of suspected abuse to Norfolk Safeguarding Children's Board or the police **immediately**. The school **will not** attempt to conduct any form of investigation without the full knowledge of the relevant external agencies.

In cases of dismissal (or resignation) due to the above behaviour, the School will inform the DBS, TRA and Norfolk Children's Services of the circumstances why the employee is leaving the School's employment.

Monitoring and Evaluation

The School Business Manager/HR Manager will be responsible for ensuring that this policy is monitored and evaluated throughout the School. This will be undertaken through formal audits of job vacancies and a yearly Safer Recruitment Evaluation audit which will be presented to the Governing Body.

Equal Opportunities

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

Supply Staff

On occasion, Langley Schools may use agency supplied staff. In such instances, the School would check the identity of the teacher. Langley 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 DBS Certificate (including a check of the appropriate DBS barred lists) has been made and whether any information was disclosed (if so a copy to be sent to the school). In addition, the School carries out its own identity check and all this information is recorded in the Single Central Register (SCR).

Volunteers

Langley Schools have some parent volunteers. Any parent wishing to undertake volunteer work requires an enhanced DBS Certificate (including a check of the appropriate DBS barred lists). Only well established volunteers assist on a weekly basis with a school activity and the School applies Safer Recruitment Checks to all adults who choose to volunteer. *These will include an enhanced DBS Certificate (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 if needed.

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.

Contractors' Staff

Where contract staff will have access to areas where unsupervised contact with children is possible, the Schools ensure that their contract with the company provides for the required checks on staff to be completed by the company. The required checks are: Enhanced DBS Certificate (including Barred List check, where appropriate); physical evidence of Safeguarding training overseas criminal record check (where appropriate); right to work; medical fitness; qualifications; identity and references. Before a new individual starts work, the School receives confirmation from the company that the required checks have been undertaken and check photographic identification on arrival at the school.

Visiting Professionals

The School adheres to the Safeguarding Children and Safer Recruitment in Education Guidance DfES/04217/2006 which advises that individuals such as psychologists, nurses, dentists, and other public sector staff will have been checked by their employing organisation, whether LA, Primary Care Trust or Strategic Health Authority. We will, however, check identity when an individual arrives to ensure imposters do not gain access to children.

The same rules apply to instructors, sports referees and equivalent professionals supplied by *a central body*.

Pupils / Students in Workplace Placements

Secondary school pupils on work experience are deemed by their school to be suitable for the placement in question and are not required to have a DBS check, consequently they are never left alone with pupil(s).

Students aged over 16 on full time University or college Courses on work experience at the School are required to have an enhanced DBS Certificate (including barred List check, where appropriate); and references from the parent body.