



# GREENBANK PREPARATORY SCHOOL & DAY NURSERY

## SAFER RECRUITMENT POLICY

|                                |             |
|--------------------------------|-------------|
| Member(s) of Staff Responsible | Janet Lowe  |
| Date of Current Policy         | Summer 2019 |
| Date to be Reviewed            | Summer 2021 |

*‘Greenbank aims to provide a caring environment where traditional values of courtesy, respect for others and pride in work enables all children to develop their talents, gain self-esteem and reach their full potential.’*

This is a whole school policy which includes the Early Years Foundation Stage, which is the Nursery, Preschool and Reception classes. It also includes temporary workers and volunteers.

### **RATIONALE:**

Greenbank Preparatory School is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors, and volunteers to share this commitment.

The School will safeguard and promote the welfare of all its pupils, in compliance with DfE Guidance Keeping Children Safe in Education September 2018 and Annex A. The school has a Safeguarding Policy incorporating Child Protection and Prevent Duty.

The Headteacher, Chair of Trustees and HR & Operations Manager are trained in Safer Recruitment.

### **For all staff appointments, the School will:**

- provide a job description that clearly states the main duties and responsibilities of the post and the individual’s responsibilities for data protection and for promoting and safeguarding the welfare of children in the school.
- provide a person specification that describes the competences and qualities that the applicant should have in addition to qualifications and experience relevant to the post. This includes the applicant's competence in promoting and safeguarding the welfare of children in the school and data protection.
- ensure that the application form states that the successful applicant will be required to provide an enhanced DBS disclosure. All positions are subject to enhanced DBS checks in line with current legislation which the School will apply for and records of Children's Barred Check List.
- Where applicable, carry out Prohibition from Teaching and Prohibition from Management checks.

- use an application form to obtain a common set of data from all applicants including verification of professional status such as DfE reference number, QTS, NPQH. Include a statement to say that any previous employer may be approached.
- scrutinise the applicant's employment record looking for any gaps in employment, anomalies or discrepancies and question these should the applicant be invited to attend for interview.
- request before interview where possible, at least two references, for teaching staff one must be a professional reference, that answer specific questions, which assess the applicant's suitability to work with children. Request the return of the Reference request form from each referee, signed and dated. Ensure two references are received by the date of commencement of employment.
- check previous employment history and experience – telephone previous employer/s to check authenticity of information.
- organise and conduct face to face interviews with suitable applicants for the post.
- check the applicant's identity and right to work in the UK, and keep a record of this.
- verify the successful candidate's qualifications, academic and vocational, as claimed on the application form.
- verify that the successful candidate has the health and physical capacity to carry out the responsibilities of the post. All applicants should sign a declaration that they are mentally and physically fit to undertake the role in question. The successful candidate should complete and sign a confidential medical questionnaire and release the name of their medical practitioner.
- carry out EEA/overseas checks on those who have lived abroad to establish the successful candidate's suitability to work with children.
- state clearly verbally, and in writing that any offer made is subject to satisfactory references, medical fitness and enhanced DBS check.
- keep a single central register of appointments, which includes the checks made in respect of permanent fulltime and part-time, peripatetic and supply staff. ( Identity, qualifications, DBS and Barred List, right to work in the UK, references and medical fitness – in line with current regulations.) The single central register includes all staff, teaching and non-teaching, and volunteers who have direct contact with the pupils.
- induct all staff in safeguarding ( see Safeguarding policy )

**For Supply & Contract Staff:**

- the school will ensure that the individual's identity is checked by the school on arrival and that it matches the agency's intended Supply staff's identity.
- the school will ensure that it has written notification from agencies that an enhanced DBS certificate has been obtained not more than three months before the person is due to begin work at the school. Also whether such a DBS certificate disclosed any matter or information in line with current legislation and note the DBS certificate number.
- the school will obtain written confirmation that all other appropriate checks have been carried out by the agency.

**For Visiting Speakers:**

- Ensure that all visiting speakers are vetted and the speaker is accompanied by a nominated member of staff at all times.

**For Trustees:**

- An enhanced DBS check countersigned by the Secretary of State must be obtained for the Chair of Trustees.
- The Chairman's identity must be checked and, if relevant, his/her right to work in the UK.
- Any Trustee appointed after 1st September 2003, who has regular involvement with children in the school, must have an enhanced DBS check.
- All Trustees appointed on or after 1st May 2007 must have enhanced DBS checks
- Whenever appointed, all Trustees must be recorded on the single central register of appointments

**EYFS: The Whole School Safer Recruitment Policy applies to all staff appointments, teaching and non-teaching, supply staff and volunteers with direct access to the children in the Early Years Foundation Stage Setting.**

**This policy will be presented to Trustees for their approval January 2019**

**Approved.....Date.....**