

SAFER RECRUITMENT POLICY



Context

Safer recruitment is an important part of safeguarding children.

This policy outlines the steps we can take to try to ensure that the people who are employed by Ratton are safe to work with children and young people.

Safer recruitment has key elements which are:

- Robust recruitment and selection processes;
- Relevant vetting and checking processes;
- A robust induction;
- A good training infrastructure.

We are committed to the principle of equal opportunity for all students and all staff. We aim to promote equal opportunity and to challenge stereotypes, combat prejudice and actively discourage any discrimination against individuals or groups on the basis of social class, race, ethnic group, nationality, religion, language, gender, marital status, family or home circumstances, sexual orientation, disability, political beliefs, trade union membership or non-membership, or age.

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| Status | Statutory |
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Purpose

The aims of safer recruitment are:

- To prevent unsuitable people working with children, young people and vulnerable adults;
- To promote safe practices and challenge poor or unsafe practice;
- To enable prompt and appropriate responses to concerns about a child's welfare;
- Develop partnership working.

Having a safe culture is a key part of safeguarding - we do this by:

- Having effective recruitment, induction, training, mentoring and supervision processes;
- Ensuring that there is an awareness and understanding of safeguarding;
- Having open and transparent practice;
- Having clear procedures for reporting concerns or issues;
- Having a clear reporting structure so that people understand and know who to contact and where to get help;
- Having open and agreed standards of behaviour and a code of conduct;
- Having robust policies and procedures regarding safeguarding children and young people;
- Having a commitment to safeguarding children and young people, and put safeguarding high on everyone's agenda;
- Keeping an open mind.

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| Consultation | <ul style="list-style-type: none"> • Governors, Union Representatives, Staff |
| Relationship to other policies | <ul style="list-style-type: none"> • Staff Induction • Child Protection |
| Relationship to standard operating procedures | <ul style="list-style-type: none"> • Recruitment Procedures |

| Role | Responsibility |
|------------------|--|
| Governors | <ul style="list-style-type: none"> • Establish this policy • Monitor and review the effectiveness of this policy • Be familiar with DCSF guidance on Safer Recruitment |
| Headteacher | <ul style="list-style-type: none"> • Ensure structures are in place to support the effective implementation of this policy • Consult on this policy • To complete online Safer Recruitment Training |
| Interview Panels | <ul style="list-style-type: none"> • To ensure child protection is central to the interview process |
| Headteacher's PA | <ul style="list-style-type: none"> • To develop and maintain school's recruitment procedures • To ensure vetting and checking processes are in place and followed |
| All Staff | <ul style="list-style-type: none"> • To follow child protection policies and procedures |

Arrangements for Monitoring and Evaluation

- Headteacher's PA cross-references "Single Central Record of Recruitment and Vetting Checks" with staff salary list and volunteer list
- Governors' Staffing Committee review vetting and checking processes
- Governors' Student Development Committee review Child Protection policies and procedures

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| Member of staff responsible for initial annual review of policy: | AHT Induction Intervention & Inclusion |
| Date established by Governing body: | March 2009 |
| Date for full implementation: | March 2009 |
| Date of review: | March 2011 |
| Date of next review: | March 2012 |

ANNEXES

- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (DFES 2007)
 - Safeguarding children: An evaluation of procedures for checking staff appointed by schools (HMI 2006)
 - Safeguarding children in education (DFES 2004)
 - Safeguarding children: Safer recruitment and selection in education settings (DFES 2005)
 - Safeguarding Children and Safer Recruitment in Education (DFES 2006)
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Executive summary

This document sets out the responsibilities of all local authorities, schools and Further Education (FE) institutions in England to safeguard and promote the welfare of children. It sets out recruitment best practice, some underpinned by legislation, for the school, local authority, and FE sectors. This guidance is also relevant for supply agencies who supply staff to the education sector, contractors who work in education establishments responsible for under 18s, as well as other providers of education and training for those under 18 funded by the Young People's Learning Agency (YPLA). The document also details the process for dealing with allegations of abuse against staff. This document should be used to help establishments develop a culture of safeguarding awareness and risk assessment and management. This revised guidance also covers the requirements of the new vetting and barring scheme introduced under the Safeguarding Vulnerable Groups Act 2006.

Chapter 1 provides brief information on responsibilities of local authorities, schools and FE colleges and details of relevant legislation. It confirms the scope and audience for the guidance and sets out details of superseded documents.

Chapter 2 sets out the responsibilities of local authorities, schools of all kinds and FE colleges to safeguard and promote the welfare of children. It provides guidance on the organisational and management arrangements which need to be put in place to safeguard children in the education service. It supports educational organisations in delivering their responsibilities under sections 175 and 157 of the Education Act 2002. Annex A at the end of the document provide a wide range of guidance and advice to those in the education service on safeguarding and promoting the welfare of children and details of where to access further advice and guidance on those issues.

Chapter 3 provides guidance on safer recruitment and selection in education settings. Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This includes recruitment and selection best practice, other human resources processes that help to recruit candidates who have the skills, knowledge and aptitudes to work, whether paid or unpaid, in the education services and to deter, reject or identify people who are unsuitable. It sets out all the steps in the process and briefly describes the recruitment and vetting checks required.

This supports the delivery of the on-line training course developed by the National College for Leadership of Schools and Children's Services and now provided by the Children's Workforce Development Council www.cwdcouncil.org.uk/safeguarding/safer-recruitment

Chapter 4 reflects the new arrangements following the introduction of the Independent Safeguarding Authority (ISA) and provides detailed guidance on the recruitment and vetting checks to be made in education settings. It sets out what checks **must** be undertaken and for which staff, whether paid or unpaid, and what checks **should** be undertaken and for which staff, whether paid or unpaid. It provides the detailed guidance to support the delivery of the recruitment and selection processes set out in Chapter 3.

Chapter 5 provides guidance on handling allegations of abuse against teachers and other staff or volunteers in the education service. This guidance was first issued to the education service in November 2005 and, covering the whole of the children's workforce, it forms Appendix 5 of *Working Together to Safeguard Children* issued in April 2006.