



Safer Recruitment of Staff

Daffodil
PREPARATORY SCHOOL

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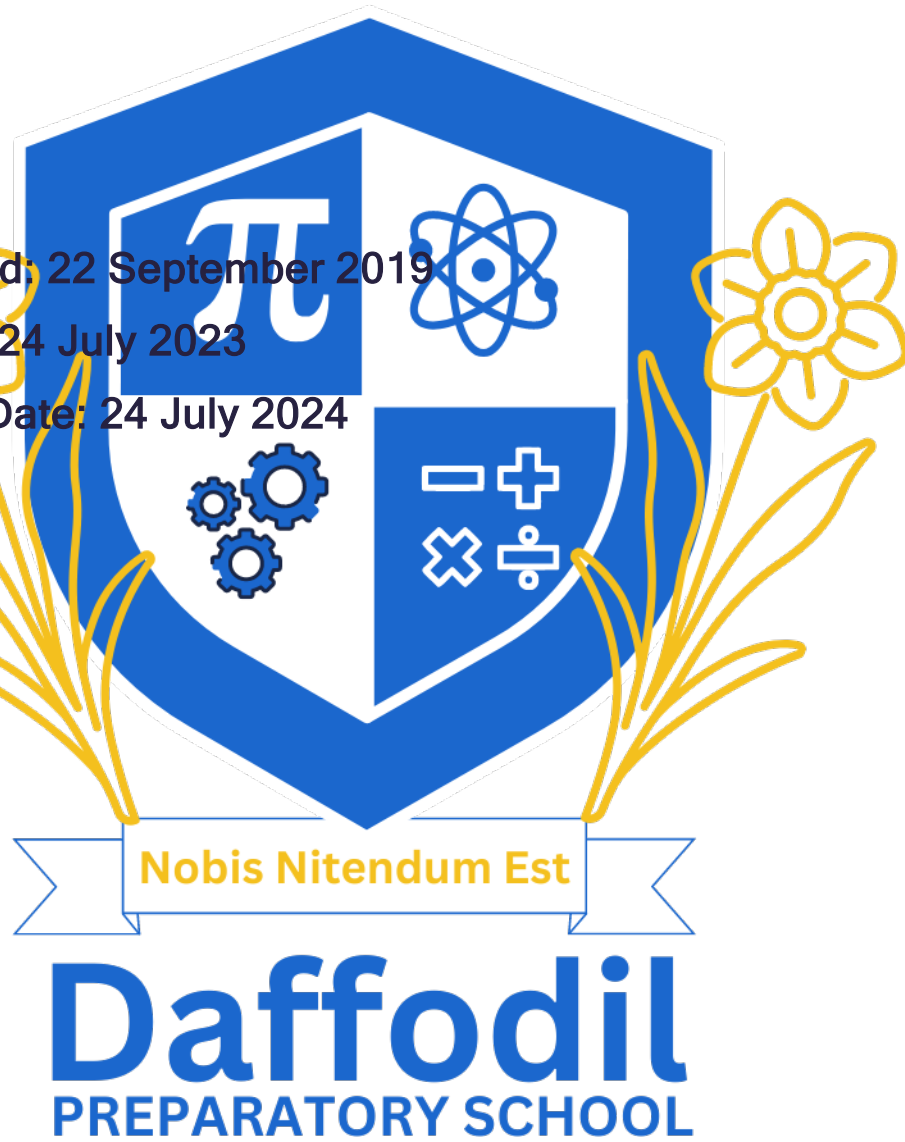
TABLE OF CONTENTS

Introduction _____	4
Scope _____	5
Recruitment and Selection Procedure _____	6
Criminal Record Check / Re-check Procedure	6
Induction Procedure.....	7
Contractual arrangements _____	8
Responsibility for implementation & monitoring _____	9
Future Developments _____	10
Control of this Document _____	11

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INTRODUCTION

This document outlines the policy for the safer recruitment of staff within DPS. Consideration has been given to the Keeping Children Safe in Education (September 2023) requirements, and other relevant acts of legislation.

This policy applies to everyone who works with DPS and have, or can reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work. This policy does not apply to individuals who do not have, or could not reasonably expect to have, regular contact with children or vulnerable adults as part of their normal work e.g. contractors engaged outside of term time.



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SCOPE

DPS is committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults and expects all staff and volunteers to share this commitment.

DPS recognises its duty to ensure that it upholds as the highest of priorities the Safeguarding and promotion of the welfare of children, young people and vulnerable adults receiving education and training through the services of the Centre.

It itself incorporates the Recruitment and Selection Procedure, Induction Procedure and Criminal Record Check / Re check Procedure.



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RECRUITMENT AND SELECTION PROCEDURE

To ensure safer practice in recruitment, DPS will give due consideration to child protection, safeguarding, and the welfare of children, young people, and vulnerable adults at every stage in the recruitment process for all staff in the following ways:

Using advertising which makes DPS's commitment to safeguarding & promoting the welfare of children & vulnerable adults clear.

Ensuring the job description makes reference to the responsibility for safeguarding & promoting the welfare of children or vulnerable adults.

Ensuring person specifications or role requirements include specific reference to the suitability to work with children or vulnerable adults.

Ensuring that applicants provide comprehensive information and any discrepancies, anomalies or gaps in employment are investigated.

Obtaining appropriate & satisfactory independent references that answer specific questions in respect of working with children or vulnerable adults and verify at least the last 5 consecutive years of previous employment history and experience.

Verifying that health and physical capacity is appropriate

Ensuring that the following checks will take place as appropriate prior to a member of staff commencing work, unless in exceptional circumstances where it may be possible to apply the exemption in the DBS check / recheck procedure:

Barred List check (as appropriate)

Appropriate Criminal Record check (with overseas check(s) if required)

Satisfactory references

Medical clearance / fitness to teach clearance (as applicable)

Proof of identity and right to work in the UK

Proof of qualifications

Completed application form (as appropriate)

Criminal Record Check / Re-check Procedure

To support safer practice DPS will give due consideration to child protection, safeguarding and the welfare of children, young people and vulnerable adults at every stage in the Criminal Record Check / Re-check procedure for all staff in the following ways:

Ensuring all staff have or undertake an appropriate criminal record check upon appointment

Ensuring that HR practice supports a rolling review programme of rechecks

Requiring overseas criminal record checks for anyone having lived or worked overseas as an adult for 13 consecutive weeks or more

Ensuring that criminal record check results are obtained, managed and stored appropriately

Maintaining a robust process for managing disclosures, identifying convictions/concerns and the exceptional circumstances where DPS wishes to start an individual prior to the return and approval of their criminal record check

Induction Procedure

To ensure safer practice DPS will give due consideration to child protection, safeguarding, and the welfare of children, young people, and vulnerable adults at every stage in the induction procedure for all staff in the following ways:

Utilising HR as the gatekeepers for all staff starting with DPS to ensure that no member of staff starts before HR have confirmed receipt of all essential safeguarding checks

Ensuring safeguarding issues are an integral part of every induction and includes agency staff working in DPS and staff who change roles

Maintaining induction monitoring processes to support early consideration and internalisation of safeguarding issues

Maintaining a multi-faceted approach to induction which includes corporate, departmental and individual elements as required

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CONTRACTUAL ARRANGEMENTS

All members of staff working within DPS must be covered by a formal contract or service level agreement prior to starting with DPS, and have undertaken the required checks.

The HR department will maintain a Single Central Register of recruitment and vetting checks which will cover all staff within the DPS. The Head of the School will be responsible for maintaining such Single Central Register and keeping it updated at all times.



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RESPONSIBILITY FOR IMPLEMENTATION & MONITORING

All staff responsible for managing staff contracts or agreements have a responsibility for complying with this policy. Individual members of staff are also responsible for ensuring participation as necessary and seeking appropriate and timely advice as required. The Director and Head of School are committed to ensuring that DPS provides a safe environment in which children, young people and vulnerable adults can learn. In pursuit of this commitment.

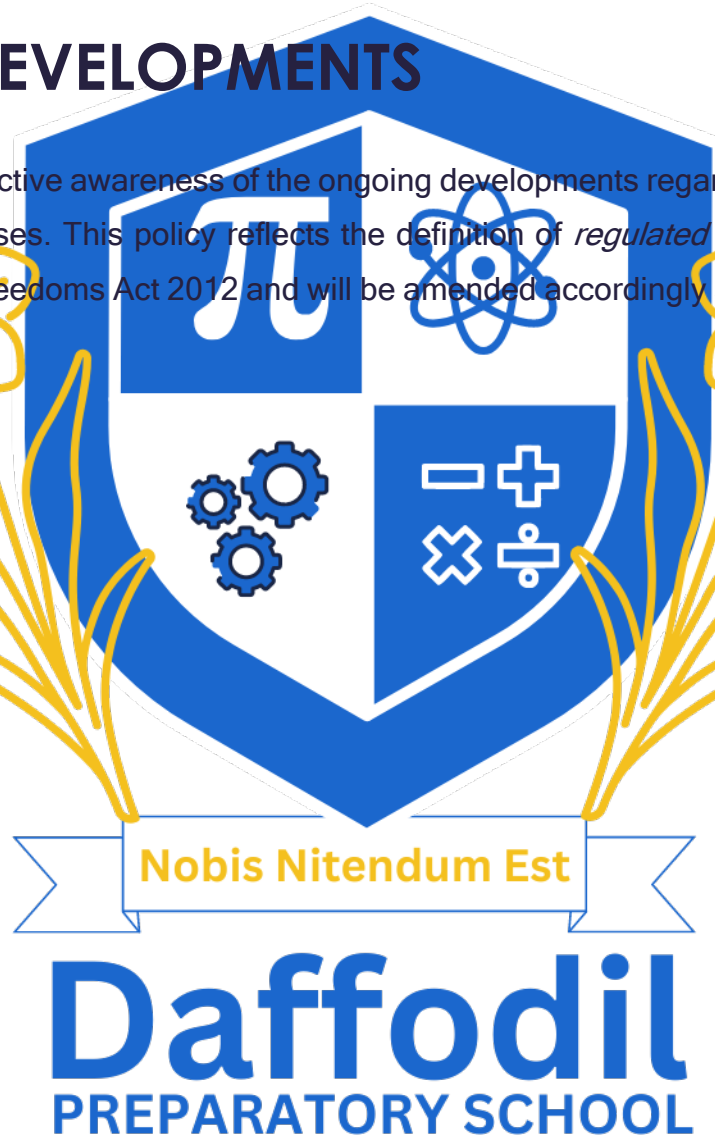


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FUTURE DEVELOPMENTS

DPS will retain an active awareness of the ongoing developments regarding national vetting and barring processes. This policy reflects the definition of *regulated activity* as set out in the Protection of Freedoms Act 2012 and will be amended accordingly should requirements change.



CONTROL OF THIS DOCUMENT

This Safer Recruitment Policy will be reviewed every year for effectiveness and the need for change, or sooner if required by legislation.

