



Safer Recruitment and Use of Volunteers Policy

The following Policy encompasses the Aims and Ethos of The Old Post Office Wellbeing Hub (venue) and The Old Post Office C.I.C. (Organisation).

Aims and Ethos

SAFEGUARDING STATEMENT

The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub are committed to maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding Policy'.

EQUAL OPPORTUNITIES STATEMENT

The aims of The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub and the principles of excellent pastoral care will be applied to all children irrespective of their race, sex, disability, religion or belief, sexual orientation, gender reassignment or pregnancy or maternity; equally these characteristics will be recognised and respected, and The Old Post Office will aim to provide a positive culture of tolerance, equality and mutual respect.

SAFER RECRUITMENT POLICY AND PROCESS SUMMARY

The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub do not employ any staff but takes the selection of its service providers very seriously. All service providers are self-employed and service users are informed that basic checks have been made but they should also carry out their own due diligence when working with a service provider.

Policy Statement

The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub are committed to safeguarding and promoting the welfare of children and young people and expects all service providers and volunteers to share this commitment.

In this context it is vital that The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub apply compliance procedures that identify people who are unsuitable to work with children or young people.

The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub are committed to meeting the regulations and requirements necessary for ensuring all compliance checks are carried out for all service providers.

Aims

- To help deter, identify or reject people who might abuse children or are otherwise unsuited to working with them, by having appropriate procedures for appointing service providers.
- To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- To seek to secure an ongoing safe and secure environment for children by ensuring that all service providers are suitably trained in recognising and responding to signs of abuse.

Review

The Safer Recruitment Policy and Process will be reviewed regularly and at least annually in order to consider the effects of change including legislative change. This policy is subject to annual review by the Directors.

Selection Process

Applicants come to us personally or through recommendations from service providers who are already working within the Venue or for the Organisation.

This process for the selection, including volunteers (where appropriate) is:

1. An informal conversation with Anita Auer (Director) and Claire Cavie (SENCo) to ascertain why the person would like to work with us, and what they feel they can offer to our provision. During this initial discussion we make clear the Organisation's commitment to safeguarding and promoting the welfare of children and (if the role is regulated activity relevant to children) that it is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children.
2. Provide the applicant with a copy of the Compliance Form (Appendix A).
3. Once the completed form is returned, the applicant should make an appointment with 3D Recruit to provide their relevant documents. At this point, 3D will begin the compliance process.
4. Ask the service provider to provide Anita Auer with evidence of recent safeguarding training, personal indemnity and public liability insurance, and Paediatric First Aid.
5. Verify that the member of service providers is medically fit to carry out the duties of the post applied for (Appendix B).
6. Once all the checks are completed, they will be added to the Single Central Record. We will keep records of all service providers and, as with any HR related information, storage of recruitment related documentation is handled with care in line with the Data Protection Act 2018.

Recruitment Procedures and Appointment Checks

The Old Post Office C.I.C. and The Old Post Office Wellbeing Hub have the following process in place to ensure all service users, including volunteers, are compliant with all the expectations covered in 'Keeping Children Safe in Education (KCSIE, 2023).

The first part of the process is for service providers to complete the 'Compliance Form' (Appendix A). This information is then passed to 3D Recruit (Regent House, Mitre Way, Battle, East Sussex. TN33 0BQ) who will undertake all checks to confirm the applicant's suitability to work for the Organisation or within the venue.

Once the checks are completed, 3D Recruit supply me with the necessary information for our Single Central Record.

Contractor Procedures

Supervised contractors: The Venue and Organisation recognise that contractors may not be engaging in regulated activity or be unsupervised. It is a requirement that supervised contractors sign in and out, and are escorted at all times whilst on the premises by a member of service providers. This includes contractors who come on site only to carry out emergency repairs or service equipment and who would not be expected to be left unsupervised on school premises. This also applies to contractors or visitors who are on site outside school hours when pupils (including Summer School pupils) are not present.

Protocol for casual service providers, volunteers, sports coaches, trip support, visiting speakers

Casual service providers, volunteers, sports coaches, visiting speakers and / or resident adults can only be invited onto The Old Post Office site or take part in school business with prior permission of Directors and once the appropriate coaches, volunteer, contractor or visitor checks have been carried out. If a 'visitor' is providing a service alongside a person on our Single Central Record, who has had all the necessary checks made by 3D Recruit, we would only check their DBS and any necessary insurance documents; however, this person must be escorted by the service provider at all times.

Only service providers and external tutors approved through 3D's service provider procedure can tutor (i.e. provide additional subject tuition sessions) in The Old Post Office venue or for the Organisation. No private arrangements can be made which bring outside tutors onto school property without the relevant checks having been carried out by the Directors.

All service providers are required to be on site every three months or more frequently in order to maintain their current pre-employment checks. If there is a lapse in the three months, new checks are required. People such as Peripatetic Music Teachers, Art Models, Volunteers, Casual Catering and Domestic service providers, self-employed Coaches must adhere to this.

Where an individual or organisation is using The Old Post Office venue for the purposes of running activities for children and/or vulnerable adults (for example community groups, sports associations, or service providers that run extra-curricular activities).

Where these services or activities are not under the direct supervision or management of The Old Post Office venue management, The Old Post Office will seek assurance that any individual or organisation has appropriate safeguarding and child protection policies and procedures in place (and The Old Post Office directors will inspect these as needed); and ensure that there are arrangements in place for the provider to liaise with The Old Post Office directors on these matters where appropriate.

When considering the safeguarding arrangements any providers have in place, The Old Post Office Venue and Organisation will have regard to the DfE's non-statutory guidance 'Keeping children safe in out-of-school settings' (April 2023).

Roles and Responsibilities

The DSL (Anita Auer) holds responsibility for the compliance of the Safer Recruitment Policy and Procedure at The Old Post Office. She will ensure that effective recruitment policies and procedures are in place for the management and control of the Safer Recruitment Policy and Procedure.

The Directors will ensure that adequate resources in terms of finance, resource and time are provided as necessary in order to meet the Safer Recruitment Policy and Procedure and operational needs.

The Directors are responsible for:

- Providing adequate resources for the management of the Safer Recruitment Policy and Procedure.
- Implementing the requirements of the Safer Recruitment Policy and Procedure and where necessary supplementing this to ensure compliance.
- Monitoring the effectiveness of the Safer Recruitment Policy and Procedure and instigating improvements if it is failing.
- Ensuring that all service providers comply with the policy.
- Not select any person convicted of a child or vulnerable adult related offence or who have been entered on the Sex Offenders Register.
- Ensure that all employees, volunteers and approved coaches/tutors wear The Old Post Office C.I.C. issued Identification Badges when at work and only use nominated welfare facilities, such as toilets.
- Be responsible for the management and monitoring of service providers/contractors/visitors on site to ensure that they comply with the Safer Recruitment Policy and Procedure and site visitor/contractor rules

- Ensure that the contractor registration process is followed for any contractor invited to work on The Old Post Office site.
- Ensure that any visitors to The Old Post Office Venue are signed in via The Old Post Office Reception, supervised at all times and that any visiting speakers follow the visiting speaker protocol.
- Ensure that any legislative changes towards the Safer Recruitment process are reflected within the Policy and Procedures.

Other Policies

We have referred within this document to the following other important policies which should be read in conjunction with this policy:

- Health and Safety Policy
- Risk Assessment Policy
- Privacy Policy
- Safeguarding Policy

This policy is approved and robustly endorsed by The Old Post Office Wellbeing Hub and The Old Post Office C.I.C. and is due for renewal every year.

Signed _____ *Anita Auer* _____ Mrs Anita Auer (Director)

Signed _____ *Paul Auer* _____ Mr Paul Auer (Director)

Date: 24.6.24

Revision Date: 24.6.25

The Old Post Office C.I.C. – Provider Compliance Form

The Old Post Office C.I.C. is committed to the safeguarding and promotion of welfare of all children, young people and families that we support, and expect all those who provide services for us to share this commitment.

The information requested in this form is important and will enable us to ensure that who providing services for us meets all the statutory requirements, and suggestions for best practice, in ‘Keeping Children Safe in Education’ document.

Personal details	
Title	
First Name	
Family Name / Surname	
Maiden or previous name(s)	
Home Address	
How long have you lived at this address?	
Previous address if less than 5 years at current address	
Correspondence Address (if different from above)	
Email address	
Daytime telephone number	
Home telephone number	
Mobile telephone number	
Teacher's Reference number	

Education & Qualifications		
We will need to see all these certificates as part of the compliance process		
GCSE or equivalent	Pass marks	Dates
'A' or 'AS' level	Pass marks	Dates
Higher Education	Pass marks	Dates

Additional Education & Qualification – Initial Teacher Training			
University / College / Designated Recommending Body (DRB)			
Qualification Gained		Date	
Date Qualified Teacher Status obtained			

Have you passed the QTS Skills tests?	YES/NO
Have you completed your NQT / ECT induction period?	YES/NO
If you have not completed the statutory induction period, please indicate which assessment periods are outstanding.	
Age range(s) for which trained	
Principal subject	
Subsidiary subject(s)	

Further Qualifications & Further Training (all courses which are applicable to this post)			
Do you hold a current Paediatric First Aid certificate? YES/NO	Provider:	Date obtained:	
When did you last attend Safeguarding Training?	Provider:	Date obtained:	
Other qualifications and further training			
University, College or Organising Body	Subjects & Course Title	Qualifications Obtained	Length of courses and dates

Current or most recent teaching post			
Name and Address of school / establishment			
Name of Local Authority			
Name of Academy Trust (if applicable)			
Type of school	BOYS MAINTAINED	GIRLS ACADEMY	MIXED INDEPENDENT
Number on roll			
Telephone Number			
Position title			
Subjects taught			
Date appointed			
Working hours	FULL TIME	PART TIME	
Pay Scale	UNQUALIFIED LEADING PRACTITIONER	MAIN	UPPER LEADERSHIP
Are you still employed by this establishment?			
Date of leaving (if applicable)			

Previous Teaching Experience				
Name of School & Authority	Type of School & Number on Roll	Post Held	Period of service From – To (exact dates)	Reason for leaving

Non-teaching employment experience			
Employer	Position	From / To	Reason for leaving

Other History Please ensure that you provide a complete chronological history by listing below any periods not covered above in your employment history, e.g. travel, unemployment, sabbatical, carer responsibilities etc.)		
From	To	Reason

Declaration by Applicant	
Other employment	
In order to ensure compliance with the Working Time regulations and the relevant pensions legislation, you must tell us about other employment you hold that you intend to continue with.	
Job title and employer	Hours per week
Safety and Welfare of Children	
Have you ever been the subject of any allegations in relation to the safety and welfare of children, either substantiated or unsubstantiated?	YES/NO
If you have answered 'YES' to the above question, you must supply details on a separate sheet of paper, place it in a sealed envelope marked confidential and attach it to your application form.	
I have attached details as requested.	YES/NO
Disciplinary record	
Are you (or have you ever been) dismissed from a teaching post for alleged misconduct or incompetence or resigned in the face of such allegations?	YES/NO
If 'YES', please give details:	
Have you ever received a final warning for misconduct or incompetence, or have you received a lesser warning which has not time expired at the point of completing this form?	YES/NO
If 'YES', please give details:	
Have you ever been barred from working with children?	YES/NO
If 'YES', please give details:	

Rehabilitation of Offenders Act 1974 and Safeguarding Vulnerable Groups Act 2006	
Under the Rehabilitation of Offenders Act (ROA) job applicants are only required to declare criminal convictions which are not considered "spent" under the Act. Please note that in accordance with the Safeguarding Vulnerable Groups Act 2006, all roles in schools are now classified as "regulated". This means that they are all exceptions to the ROA and therefore you are required to declare any convictions (including bind over and cautions) regardless of whether or not they would be considered spent in other circumstances.	
Have you ever been convicted of a criminal offence?	YES/NO

Are there any alleged offences outstanding against you?	YES/NO
If 'YES' to any of the above, please give details below or, if you prefer, attach details in a sealed envelope marked 'strictly confidential'. Failure to disclose, in accordance with the guidance, any information relating to criminal convictions may result in termination of work without notice.	

Referees	
Please provide the name, address (including the Post Code if known) and Status/Position of two persons to whom reference may be made who can comment on your teaching and/or organisational ability. One must be your present or most recent employer. The other must be a previous employer unless you have had no previous employment, in which case, a character reference will be needed or a reference from a School, Higher Educational Establishment or an Initial Teacher Training provider at which you most recently carried out teaching experience. If you are not currently working with children, you should provide details of the employer where you last worked with children.	
1. Present/Most recent employer/Chair of Governors	
Name	
Address	
Occupation	
Telephone Number	
Email Address	
2. Previous employer / Chair of Governors	
Name	
Address	
Occupation	
Telephone Number	
Email Address	

Declaration			
I declare that the information given is true and understand that The Old Post Office C.I.C. or The Old Post Office Wellbeing Hub reserves the right to seek verification from me of the factual basis for any information provided.			
I suffer no legal impediment to providing services for The Old Post Office C.I.C. or within The Old Post Office C.I.C. and I accept that the discovery of any legal impediment after an appointment has been made may lead to my immediate dismissal.			
I am happy for my information to be shared with 3D Recruit for the purposes of checking my suitability to work in The Old Post Office Wellbeing Hub and/or for The Old Post Office C.I.C.			
Signature		Date	
Print Name			
Data Protection			

The Old Post Office Wellbeing Hub and The Old Post Office C.I.C. will only process the information you have provided in this form for the purpose of recruitment and selection and for purposes relating to providing services for the organisation.

Appendix B – Health Questionnaire

Service Provider Health Questionnaire			
Name			
Do you have any serious health problems or illnesses that may be contagious to others around you?	yes	no	comments
Do you have any limitations on your ability to perform the role of a teacher?	yes	no	comments
Do you have any health conditions that would create a hazard to service users or service providers?	yes	no	comments
I declare that the above information is true and correct to the best of my knowledge:			
Signature		Date	