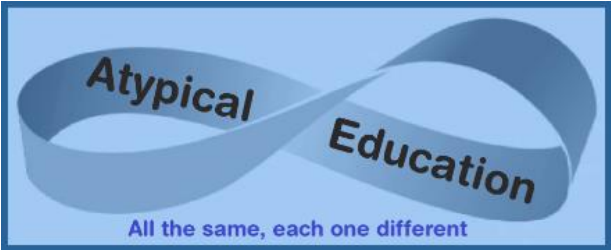


Recruitment and Selection Policy

Atypical Education



Approved by:	Emma Oxnam	Date: 1 st September 2022
Last reviewed on:	20 th July 2023	
The following review is due by:	20 th July 2024	

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1. Aims

Atypical Education aims to ensure that:

- › Appropriate action is taken in a timely manner to safeguard and promote children’s welfare
- › All staff are aware of their statutory responsibilities with respect to safeguarding
- › Staff are properly trained in recognising and reporting safeguarding issues

2. Legislation and statutory guidance

This policy is based on the Department for Education’s (DfE’s) statutory guidance [Keeping Children Safe in Education \(2023\)](#) and [Working Together to Safeguard Children \(2018\)](#), and the [Governance Handbook](#). We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners (see section 3).

3. Recruitment and selection process

To ensure we recruit suitable people, we will ensure that those involved in recruiting and employing staff to work with children have received appropriate, safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children and young people.

3.1 Advertising

When advertising roles, we will make clear:

- › Our commitment to safeguarding and promoting the welfare of children and young people
- › That safeguarding checks will be undertaken
- › The safeguarding requirements and responsibilities of the role, such as the extent to which the role will involve contact with children and young people
- › Whether or not the role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. If the role is exempt, certain spent convictions and cautions are 'protected', so they do not need to be disclosed, and if they are disclosed, we cannot take them into account

3.2 Application Forms

Our application forms will:

- › Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- › Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

3.3 Shortlisting

Our shortlisting process will involve at least two people and will:

- › Consider any inconsistencies and look for gaps in employment and reasons given for them
- › Explore all potential concerns

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- › Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children so that they can share relevant information and discuss it at the interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Any relevant overseas information
- › Sign a declaration confirming the information they have provided is true

We will also consider carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online. Shortlisted candidates will be informed that we may carry out these checks as part of our due diligence process.

3.4 Seeking references and checking employment history

We will obtain references before the interview. Any concerns raised will be explored further with referees and taken up with the candidate at the interview.

When seeking references, we will:

- › Not accept open references
- › Liaise directly with referees and verify any information contained within references with the referees
- › Ensure any references are from the candidate's current employer and completed by a senior person. Where the referee is school-based, we will ask for the reference to be confirmed by the head teacher/principal as accurate concerning disciplinary investigations
- › Obtain verification of the candidate's most recent relevant period of employment if they are not currently employed
- › Secure a reference from the relevant employer from the last time the candidate worked with children if they are not currently working with children
- › Compare the information on the application form with that in the reference and take up any inconsistencies with the candidate
- › Resolve any concerns before any appointment is confirmed

3.5 Interview and Selection

When interviewing candidates, we will:

- › Probe any gaps in employment, or where the candidate has changed employment or location frequently, and ask candidates to explain this
- › Explore any potential areas of concern to determine the candidate's suitability to work with children
- › Record all information considered and decisions made

3.6 Pre-appointment Vetting Checks

We will record all the checks carried out in a single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practices in retaining copies of these checks, as set out below.

3.61 New Staff

All appointment offers will be conditional until the necessary pre-employment checks are completed satisfactorily. When appointing new staff, we will:

- › Verify their identity
- › Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, the appointment, including when using the DBS update service. We will not keep a copy of the certificate for longer than six months, but when the document is destroyed, we may still keep a record of the fact that vetting took place, the result of the check and the recruitment decision taken
- › Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- › Verify their mental and physical fitness to carry out their work responsibilities
- › Verify their right to work in the UK. We will keep a copy of this verification for the duration of the member of staff's employment for two years afterwards

- › Verify their professional qualifications, as appropriate
- › Ensure they are not subject to a prohibition order if they are employed to be a teacher
- › Carry out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK. These could include, where available:
 - For all staff, including teaching positions: [criminal records checks for overseas applicants](#)
 - For teaching positions: obtaining a letter from the professional regulating authority in the country where the applicant has worked confirming that they have not imposed any sanctions or restrictions on that person and are aware of any reason why that person may be unsuitable to teach

Regulated activity means a person who will be:

- › Responsible, regularly in a school or college, for teaching, training, instructing, caring for or supervising children; or
- › Carrying out paid or unsupervised unpaid work regularly in a school or college where that work provides an opportunity for contact with children or
- › Engaging in intimate or personal care or overnight activity, even if this happens only once and regardless of whether they are supervised or not

3.62 Existing Staff

In certain circumstances, we will carry out all the relevant checks on existing staff as if the individual were a new staff member. These circumstances are when:

- › There are concerns about an existing member of staff's suitability to work with children or
- › An individual moves from a post that is not regulated activity to one that is or
- › There has been a break in service of 12 weeks or more

We will refer to the DBS anyone who has harmed or poses a risk of harm to a child or vulnerable adult where:

- › We believe the individual has engaged in [relevant conduct](#) or
- › We believe the individual has received a caution or conviction for a relevant (automatic barring either with or without the right to make representations) offence under the [Safeguarding Vulnerable Groups Act 2006 \(Prescribed Criteria and Miscellaneous Provisions\) Regulations 2009](#) or
- › We believe the 'harm test' is satisfied concerning the individual (i.e. they may harm a child or vulnerable adult or put them at risk of harm), and
- › The individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

3.63 Agency and third-party staff

We will obtain written notification from any agency or third-party organisation that it has performed the necessary safer recruitment checks that we would otherwise perform. We will also check that the person presenting themselves for work is the same person to whom the checks have been made.

3.64 Contractors

We will ensure that any contractor, or any employee of the contractor, who is to work at Atypical Education has had the appropriate level of DBS check. This will be:

- › An enhanced DBS check with barred list information for contractors engaging in regulated activity

- › An enhanced DBS check, not including barred list information, for all other contractors who are not in regulated activity but whose work provides them with an opportunity for regular contact with children

We will obtain the DBS check for self-employed contractors.

We will not keep copies of such checks for longer than six months.

Contractors who have not had any checks will not be allowed to work unsupervised or engage in regulated activity under any circumstances.

We will check the identity of all contractors and their staff on arrival at the school.

3.65 Trainee/student teachers

Where we pay applicants for initial teacher training, we will ensure that all necessary checks are carried out.

Where trainee teachers are fee-funded, we will obtain written confirmation from the training provider that necessary checks have been carried out and that the provider has judged the trainee to be suitable to work with children.

3.67 Volunteers

We will:

- › Never leave an unchecked volunteer unsupervised or allow them to work in regulated activity
- › Obtain an enhanced DBS check with barred list information for all volunteers who are new to working in regulated activity
- › Carry out a risk assessment when deciding whether to seek an enhanced DBS check without barred list information for volunteers not engaging in regulated activity. We will retain a record of this risk assessment

3.68 Staff working in alternative provision settings

Where we place a pupil with an alternative provision provider, we obtain written confirmation from the provider that they have carried out the appropriate safeguarding checks on individuals working there that we would otherwise perform.

3.69 Adults who supervise pupils on work experience

When organising work experience, we will ensure that policies and procedures are in place to protect children from harm.

We will also consider whether barred list checks must be carried out on the individuals who supervise a pupil under 16 on work experience. This will depend on the specific circumstances of the work experience, including the nature of the supervision, the frequency of the activity being supervised, and whether the work is a regulated activity.

4. Training

4.1 All staff

All staff members will undertake safeguarding and child protection training at induction, including whistle-blowing procedures and online safety, to ensure they understand the safeguarding systems and their responsibilities and can identify signs of possible abuse or neglect.

This training will be regularly updated and will:

- › Be integrated, aligned and considered as part of our safeguarding approach and broader staff training, and curriculum planning

- › Be in line with advice from the 3 safeguarding partners
- › Include online safety, including an understanding of the expectations, roles and responsibilities of staff around filtering and monitoring
- › Have regard to the Teachers' Standards to support the expectation that all teachers:
 - Manage behaviour effectively to ensure a good and safe environment
 - Have a clear understanding of the needs of all pupils

All staff will have training on the government's anti-radicalisation strategy, Prevent, to enable them to identify children at risk of being drawn into terrorism and to challenge extremist ideas.

Staff will also receive regular safeguarding and child protection updates, including online safety, as required but at least annually (for example, through emails, e-bulletins and staff meetings).

Contractors and volunteers will also receive safeguarding training, if applicable.

4.2 The DSL

The DSL and deputy will undertake child protection and safeguarding training every two years.

In addition, they will update their knowledge and skills at regular intervals and at least annually (for example, through e-bulletins, meeting other DSLs, or taking time to read and digest safeguarding developments).

They will also undertake Prevent awareness training.

4.3 Recruitment – interview panels

At least one person conducting any interview for any post will have undertaken safer recruitment training. This will cover, as a minimum, the contents of Keeping Children Safe in Education and will be in line with local safeguarding procedures.

4.4 Staff who have contact with pupils and families

All staff who have contact with children and families will have supervision, which will provide them with support, coaching and training, promote the interests of children and allow for confidential discussions of sensitive issues.

5. Monitoring arrangements

This policy will be reviewed **annually** by Emma Oxnam, Owner.