



# Safer Recruitment Policy

Ratification Date: 5/09/23

Signed: Diane Robinson/Tracey Lecointe

Review Date: 5/09/25

## **Introduction**

1. The Proprietors of New Bridge Alternative Education has adopted this Safer Recruitment policy in accordance with the School Staffing (England) Regulations 2009, for the safe and legal employment of people to work in the school.
2. The Proprietors are committed to the welfare of children and young people in its care. It recognises that the legal requirements for recruiting and employing people to work in the school include provisions specifically to protect children from harm and that following these provisions is an essential part of its duty of care. It also recognises that the legal requirements for checking prospective employees' right to work in the United Kingdom protect those responsible for recruitment from fines for infringing the law.
3. This policy should be read in conjunction with The New Bridge Safeguarding Policy.
4. The Proprietor will ensure that all employees are made aware of this policy and the Safeguarding Policy.

## **Guidance on the law.**

- The Proprietor is committed to following the statutory guidance in 'Safeguarding Children and Safer Recruitment in Education'.
- The Proprietor is required to ensure that checks on the right to work in the United Kingdom comply with the requirements of the Immigration, Asylum and Nationality Act 2006
- The Proprietors are committed to its legal duties and responsibilities in respect of equality in employment.

## **Checks and recording**

The Principal is required to:

- Ensure that all required pre-employment checks on new employees, including casual and short-term employees, are made and completed satisfactorily before a formal offer of employment is made in accordance with the School Staffing (England) Regulations and other legislative provisions and that these checks are recorded in the required register (known as the 'single central record').
- Ensure that the required register (known as the 'single central record') is kept of the checks already undertaken on existing employees as set out in the School Staffing Regulations.
- Ensure that the required written confirmation of all required checks is obtained from agencies supplying staff to the school, including organisations providing specialist coaches or instructors and centrally managed teaching services providing staff to the school, and recorded in the required register ('single central record'), also that the identity of each and every person supplied by an agency is checked by the school before the person starts work for the school, as set out in the School Staffing Regulations.

- Ensure that self-employed people engaged directly by the school are subject to the same checks as would be the case if they were employed by the school.
- Ensure that the checks involve copying (or electronic scanning) each specified document as required, signing and dating the copy and placing the copy in secure storage in accordance with Data Protection legislation.
- Arrange for relevant volunteers to undertake an identity check, and clearance from the Disclosure and Barring Service and Independent Safeguarding Authority as specified by that Authority.
- The Proprietor will ensure that these requirements are applied to the selection of a Principal or deputy Principal.
- The Proprietors commits the school to working in compliance with the legal requirements on schools for pre-employment checks.
- The Proprietors will ensure that it works with the local authority and complies with the requirements of the Safeguarding Vulnerable Groups Act 2006 to refer prescribed information to the Disclosure and Barring Service when required to do so.

#### **Risk assessment – enhanced disclosure and barring certificate**

- The Proprietors permit the commencement of employment before an enhanced criminal record certificate has been obtained only in justifiable circumstances approved by the Principal following a risk assessment and provided that an application for such a certificate has been submitted. In each case the Proprietor is required to record the risk assessment and the decision, monitor the situation every fourteen days (as required by the statutory guidance on safer recruitment) until the enhanced certificate from the Disclosure and Barring Service is received and to be accountable for the decision to allow the employee to start work.
- The Proprietor concurs with the Disclosure and Barring Service in not supporting the re-use of a check obtained for a job in a different school or organisation ('portability'), even if the check was undertaken recently. It acknowledges that the Principal may refer to the existence of a previous check pending an application for an enhanced criminal record certificate as part of the risk assessment in justifiable circumstances.

#### **The Authority's Disclosure and Barring Panel and positive disclosures**

- The Proprietors will make any reports requested by the authority in connection with a positive disclosure obtained through a check with the Disclosure and Barring Service.
- The Proprietor will take advice from the Authority's Disclosure and Barring Service Panel on a positive disclosure from the Disclosure and Barring Service, or such other persons as the Local Authority may determine from time to time and from the Authority's Employee Relations Team as necessary and refer the matter.

### **General recruitment procedures**

- The Proprietors as far as reasonably practicable, will ensure that every job description includes a statement that the employee is responsible for promoting and safeguarding the welfare of children for whom he or she is responsible or comes into contact.
- Every person specification includes a clear statement about the requirements for any applicants to demonstrate their suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline.
- The Proprietors have adopted the use of an application form complying with the statutory guidance.
- Any gaps in education or employment, or discrepancies between information on the application form and references are investigated.
- At least two job-related written references, including one from the current employer or most recent employer (or training establishment in the case of a newly qualified teacher or school for a young person with no previous employment experience) or most recent employer in respect of employment with children, are always obtained before interviews take place and preferably before short-listing, that relevant questions are asked of the referee and employee in accordance with statutory guidance and any discrepancies are investigated (having regard to the statutory guidance that it is up to the person conducting the recruitment to decide whether to accede to a candidate's request his or her current employer only if he/she is the preferred candidate after the interview but that this is not recommended as good practice).
- A job is never offered subject to satisfactory references and that if written references are not available before an interview selection of a candidate is deferred, with the panel adjourning and reconvening when the written references are available.
- All persons invited for interview are informed in writing of the required pre-employment checks and asked to bring relevant documentation with them on the day of the interview.
- Choose suitable people, all of whom have completed the required training in safer recruitment, to interview candidates with the Principal and that the interviews are supplemented by other tasks and assessment as appropriate.
- The recruitment and selection process is monitored in accordance with the Proprietors policy on the various equality duties required of schools.

**Safer Recruitment Training**

- The Proprietors will undertake and maintain training in Safer Recruitment specified in the School Staff Code of Conduct.
- The Proprietors will follow the requirement in the School Staff Code of Conduct that at least one member of selection panel has completed the required training in safer recruitment and that if selection has been delegated to the Principal and any other employee assisting the Principal with the interviews have completed the required training in safer recruitment.

**Induction**

- As the school's Designated Senior Person, The Principal is required to introduce himself to each new employee during that employee's first week at work and for subsequent induction to include suitable training in Child Protection.
- This is in addition to statutory induction for newly qualified teachers and probation for new support staff.