



## Safer recruitment Policy

The French Nursery and The Spanish Nursery Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The French Nursery and The Spanish Nursery Schools are committed to providing the best possible care and education to its children and is also committed to providing a supportive working environment to all its members of staff.

The French Nursery and The Spanish Nursery Schools recognise that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain practitioners of the highest calibre who share this commitment.

The aims of this recruitment policy are as follows:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position.
- To ensure that all job applicants are considered equitably and consistently
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age.
- To ensure compliance with all relevant recommendations and guidance including the recommendations of the Department for Education in “Safeguarding Children and Safer Recruitment in Education 2011”, DfE guidance on *Dealing with allegations of abuse against teachers and other staff*, replacing chapter 5 of the guidance “Safeguarding children and safer recruitment in education”, and the Code of Practice published by the Criminal Records Bureau.
- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

### **Recruitment and Selection Procedure**

All applicants for employment will be required to fill an application form providing information about their academic and employment history and their suitability for the role.

The applicant will be provided with an information pack containing:

- Explanatory notes about interview, selection process, pre-employment checks, policies
- Job description

- Person specification
- Application for employment
- Disclosure of criminal convictions and Rehabilitation of Offenders Act 1974
- Recruitment Monitoring Form
- Self-disclosure form for applicants for post involving contact with children

The applicant may then be invited to attend a Formal Interview at which his/her relevant skills and experience will be discussed in more detail. If it is decided to make an Offer of Employment following the formal interview, any such offer will be conditional on the following:

- The agreement of a mutually acceptable start date and the signing of a contract incorporating the School's standard terms and conditions of employment.
- The receipt of at least two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers satisfactory;
- The receipt of an enhanced Disclosure from the Criminal Records Bureau with which the School is satisfied.

If the offer is accepted and the above conditions are satisfied, the applicant will be issued with a Contract of Employment and a job description to be signed as confirmation of employment.

The Nursery School is legally required to verify the medical fitness of anyone to be appointed to a post at the School, after an offer of employment has been made but before the appointment can be confirmed.

It is the Nursery School's practice that all applicants to whom an offer of employment is made must complete a Health Questionnaire.

The Nursery School may also seek a further medical opinion from a specialist or request that the applicant undertakes a full medical assessment.

The Nursery School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considerable reasonable adjustments and suitable alternative employment.

### **Pre-Employment Checks**

The French Nursery and The Spanish Nursery Schools carried out a number of pre-employment checks in respect of all prospective employees.

The Nursery School complies also with:

- Safeguarding Children and Safer Recruitment in Education guidance and HM Government Guidance "Working Together to Safeguard Children" along with any further amendments as they are published.
- The Equality Act 2010 along with further implementation as of April 2011.

### **Verification of Identity and Address**

All applicants who are invited to an Interview will be required to bring all the following evidence of identity, address and qualifications:

- Current driving licence (including photograph) or passport.
- Two utility bills or statements (from different sources) showing their name and home address.
- Documentation confirming their National Insurance Number (P45, P60) or National Insurance card.
- Documents confirming any educational and professional qualifications referred to in their Application Form.

Where an applicant claims to have changed his/her name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) he/she will be required to provide documentary evidence of the change.

The Nursery School asks for the date of birth of all applicants (and proof of this) in accordance with the Guidance. Proof of date of birth is necessary so that the School may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. The School does not discriminate on the grounds of age.

### **References**

References will be taken up on short listed teaching candidates prior to interview. All offers of employment will be subject to the receipt of a minimum of two satisfactory references, one of which must be from the applicant's current or most recent employer. If the current/most recent employment does/did not involve work with children, then the second referee should be from the employer with whom the applicant most recently worked with children. Neither referee should be a relative or someone known to the applicant solely as a friend.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe the applicant is unsuitable to work with children. All referees will be sent a copy of the job description and person specification or the role which the applicant has applied for. If the referee is a current or previous employer, they will also be asked to confirm the following:

- The applicant's dates of employment, salary, job title/duties, reason for leaving, performance, sickness and disciplinary record
- Whether the applicant has ever been the subject of disciplinary procedures involving issues related to the safety and welfare of children (including any in which the disciplinary sanction has expired)
- Whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials.

The School will compare all references with any information given on the application form. Any discrepancies or inconsistencies in the information will be taken up with the applicant before any appointment is confirmed.

### **DBS Check**

Due to the nature of the work, The French Nursery and The Spanish Nursery Schools apply for an enhanced criminal record certificates from the Disclosure and Barring Service ("DBS") in respect of all prospective staff members, Board members and volunteers.

An enhanced disclosure will contain details of all convictions on record (including those which are defined as "spent" under the Rehabilitation of Offenders Act 1974) together with details of any cautions, reprimands or warnings held on the Police National Computer. An enhanced disclosure will also reveal whether an applicant is barred from working with children or vulnerable adults by virtue of his/her inclusion on the lists of those considered unsuitable to work with children or vulnerable adults maintained by the ISA. An enhanced disclosure may also contain non-conviction information from local police records which a police officer thinks may be relevant in connection with the matter in question.

If there is a delay in receiving a DBS disclosure the proprietor has discretion to allow an individual to begin work pending receipt of the disclosure. This will only be allowed if all other checks, including a check of the Children's Barred List and Adult's Barred List have been completed and once appropriate supervision has been put in place.

### **Proprietor**

The School will ensure that the necessary checks are carried out on the Proprietor. Under the Education Act 2002, the Education and Skills Act 2008 and regulations made under the Acts, the 'proprietor' is the person or body of persons responsible for the management of the school and includes individual proprietors or formally constituted boards of directors or trustees. The proprietor needs an enhanced DBS check through the Department for Education (DfE).

### **Supply Staff**

Where staff may need to take time off for any reason other than sick leave or training, this is agreed with the officer in charge and the proprietor with sufficient notice.

The French Nursery and The Spanish Nursery Schools would use an agency only in case of emergency.

If using supply staff from an agency, the Nursery School would check the identity of the teacher. The Nursery School will also check with the agency and obtain written confirmation that all appropriate 'safer recruitment' checks have been carried out including whether an enhanced DBS check has been made and whether any information was disclosed and if so it must be forwarded immediately to the School.

The preference at The French Nursery and The Spanish Nursery Schools are: to work with a small pool of teachers all of whom are DBS checked and are well known.

The School only uses employment agencies that can demonstrate that they positively vet their supply staff and will report the misconduct of temporary or agency staff to the agency concerned and to the Local Authority.

### **Changes to staff**

We inform Ofsted (03001231231) of any changes in the person responsible of the setting.

### **Overseas Personnel**

If employing or using overseas personnel, DBS Disclosure will always be completed. In addition, criminal records information will be sought from the police authorities in the relevant country and/or certificates of good conduct obtained from the relevant embassy. Where applicable, 'right to work' will be routinely checked.

### **Contractors and Agency Staff**

Contractors engaged by The French Nursery and The Spanish Nursery Schools must complete the same checks for their employees required to be completed for the nursery staff. The French Nursery

and The Spanish Nursery Schools require confirmation that these checks have been completed before employees of the Contractor can commence works.

The French Nursery and The Spanish Nursery Schools will independently verify the identity of staff supplied by contractors or an agency and record all the required checks on a single central register.

Contractors who visit The Kensington Gardens and The Spanish Nursery School to carry out emergency repairs, perform routine maintenance of equipment or make structural changes to the property are not required to obtain DBS clearance. The vast majority of such work will be undertaken during school closure periods. Should work be necessary during the school term, site staff will escort the contractor to and from his/her destination, thereby avoiding unsupervised access to students.

In addition, all staff will be instructed to be vigilant to prevent children from accessing areas where builders etc. are working, not only for reasons of safeguarding students but also for risks posed by Health and Safety considerations. All contractors will be required to sign in and out when they enter or exit the school premises and to wear a visitor badge. Contractors will also be required to present photo identification upon arrival and must be expected in advance by the school.

Upon arrival, every contractor will be presented with a visitor pass and all members of staff have been alerted to challenge any stranger present on any part of the school premises not displaying a pass.

Employees of external companies who are regularly based in the school (as such as cleaners etc.) will be subject to the same identity checks and clearances as direct employees of The Kensington Gardens and The Spanish Nursery School. However, these will be carried out by their external employer to the satisfaction of the School and will form part of the terms and conditions of the business contract. The outcome of such checks will be notified to the Nursery School and the details recorded.

### **Retention of Records**

If an applicant is appointed, the Nursery School will retain any relevant information provided on their application form (together with any attachments) on their personnel file. If the application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed or given back to the applicant.

### **Dismissal on Grounds of Misconduct**

The Nursery School will report the dismissal of any member of staff or volunteer following a substantial allegation to the DfE, Ofsted, the DBS and the police. The Independent Safeguarding Authority will also be notified of anyone whose services are no longer used by the School because

they are considered unsuitable to work with children within one month of that person leaving the School. Where qualified teachers are registered with the Teaching Agency, any misconduct referrals will be reported to the Teaching Agency.

All staff is required to read the document “Guidance for Safer Working Practice for Adults who Work with Children and Young People”, which can be found on the Department for Education’s website.

<http://www.education.gov.uk/childrenandyoungpeople/safeguardingchildren/g00213145/safeguarding-children-safer-recruitment>

This policy was adopted at a meeting of *The French Nursery and The Spanish Nursery Schools*

Held on: \_\_\_\_\_

Date to be reviewed: \_\_\_\_\_

Signed on behalf of the management committee:

Name of signatory: \_\_\_\_\_

Role of signatory: \_\_\_\_\_