

TUDOR PARK EDUCATION TRUST	Safe Recruitment and Selection Policy Safeguarding Document
Person(s) responsible for updating the policy:	Chief Executive Officer
Date Approved:	7 July 2016 (Board of Directors)
Period of Review:	Annually
Status:	Non Statutory

Tudor Park Education Trust oversees this policy but the local governing body of each academy or school within the Trust is responsible for the implementation of the policy.

Safe Recruitment and Selection

The Disclosure and Barring Services (DBS) was established under the Protection of Freedoms Act 2012 and merges the functions previously carried out by the Criminal Records Bureau (CRB) and Independent Safeguarding Authority (ISA)

Safe recruitment, selection and employment procedures apply to every person who works in our college – paid, direct or indirect contact with our young people.

Where the school sub contracts out work or uses external agencies we require the contractor to adopt and implement the measures described in our policy and government guidance. Contractor's compliance will be monitored by the school.

Volunteers – if unknown to the college will go through the same recruitment measures as paid staff. If known to the college and offering one off type support with a member of college staff present a more streamlined process will be adopted.

Statement of Intent

The Trust fully adopts recruitment and selection procedures and other HR management processes that aim to deter, reject or identify people who might abuse children, or are otherwise unsuited to working with them. All members of our staff will have a DBS & Criminal Record Check carried out under the Child Workforce Procedures Sept. 2013 prior to appointment.

Any other adult who has unsupervised contact with students, whether in a voluntary or paid capacity, will have a DBS check. In such circumstances, until the DBS check is received they will be supervised by a member of staff who has received their DBS check.

Safe Practice in recruitment

The Chair of Governors, an additional named Governor and members of SLT have all taken the 'Safer Recruitment' training and assessment.

Child protection and safeguarding issues will be promoted at every stage of the recruitment process from the planning, advertisement, collection and checking of information gathered.

- Advertisements will include our Statement of Intent (see above)
- Job descriptions and person specifications will make reference to the responsibility for safeguarding, promoting the welfare of young people and suitability to work with young people.
- The Academy/School Application Form will be used for all applicants and comprehensive information from candidates scrutinised. Any gaps or inconsistencies will be followed up with the candidate.
- Two references will be taken up prior to the interview after short listing. A specific safeguarding and child protection reference will be used.
- At interview questions will be designed to explore the candidate's suitability to work with children as well as their suitability for the post. Candidates will be required to bring to the interview original proof of their identity, the necessary qualification original certificates. These will be checked and a photocopy taken.
- The successful candidate will be required to complete a DBS disclosure form and provide the necessary documentation. An offer of appointment will be conditional upon:
 - receipt of two satisfactory references
 - verification of identity
 - a satisfactory DBS disclosure
 - a separate barred list check if waiting for completion of DBS disclosure
 - verification of the candidates medical fitness
 - verification of qualifications and professional status if not verified at the interview, including external verification check
 - verification of successful completion of statutory induction period for teachers who obtained QTS after 7th May 1999
 - for non teaching posts verification of completion of the probationary period
 - for overseas candidates List 99 and DBS Disclosures must be completed
 - prohibition from teaching check
 - a section 128 check for any leadership position
 - satisfactory completion of the disqualification by association form for teachers.

Where the school has any concerns about an applicant's suitability to work with children, the facts must be reported to the police and / or the DFE's Children's Safeguarding Operations Unit

Post Appointment Induction

There is an induction programme for all staff newly appointed to the schools within the Trust, including teaching staff with previous experience. All new members of staff have an Induction Handbook and have an allocated Line Manager and/or Mentor.

Maintaining a Safer Culture

All staff will have appropriate training so that they understand their roles and responsibilities and are confident in carrying them out.

Procedures and a clear reporting system for students, staff, parents to raise concerns will be shared and publicised. All members of our community must feel they can raise any concerns about the safety and welfare of our members and that they will be listened to.

Monitoring

The Recruitment process and Induction arrangements will be monitored yearly to ensure future best practice. Staff turnover and reasons for leaving will be monitored and exit interviews carried out. Attendance at child protection training will be tracked for all staff.

Safeguarding Procedures for Supply Staff

- The agency sends through their compliance and vetting summary for the member of staff for the first time that they are booked. This includes DBS number and a summary of checks that have been carried out, including eligibility to work in the UK. Some will include a photograph.
- In the rare circumstances that the member of staff has disclose able information The Principal decides if they are willing for them to come to FCC on supply for the day.
- When the agency staff arrive at reception they sign in and have a visitors pass. Photo ID is copied and attached to the Daily Supply Vetting Summary of checks form. The ID must be either a passport or driving license. The agency photo ID card is not sufficient.
- The ID is checked to make sure that the name and details tie up with the agency summary of who we are expecting.
- A copy of the summary of the agency vetting is kept in the Data Manager's office and reception also have a copy with the ID seen and the completed Daily Supply Vetting Form. The Daily Supply Vetting form is signed by the Data Manger who will personally meet staff.
- Once identity has been confirmed and checks completed only then can the agency staff go to in to the Main School. They are given a booklet with our key procedures and priorities to help them throughout the day.
- These procedures apply to daily and long term supply on their first visit. For subsequent visits they need to sign in and if reception has any doubts to identity they can verify by checking the file with the summary.
- If the agency staff has their DBS renewed then the agency will send through an updated summary.