

1.5 Safer Recruitment – ISSR 4

Precise details of this process will vary according to which vacancy is being addressed. The DSL and the Governor for Safeguarding have completed the NSPCC 'Safer Recruitment in Education' training, and form part of the selection panel for all vacancies.

1.5.1 Application

In the first instance the vacancy will be advertised in the relevant media (TES, local newspapers etc.) to target potential applicants. The advertisement will include the lines:

'The school is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including Prohibition from Management and medical checks, checks with past employers, internet media searches and the Disclosure and Barring Service. Sussex House is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.'

Details of the school and the vacancy will be provided to applicants with a standard school application form and an indication of the timescale of the process. CVs may be submitted but a standard application form must be completed.

Once the closing date has passed, the applications will be reviewed and a short-list compiled. Forms should be annotated to highlight points requiring clarification, with particular attention paid to gaps in employment. Short-listed candidates will be invited for interview and teaching staff will be asked to teach a sample lesson.

1.5.2 Medical declaration

All staff are required to sign a declaration of their physical and mental suitability for the post, which is incorporated in the application form.

1.5.3 Online Searches

On-line searches will be made about candidates prior to calling for interview as part of due diligence, and candidates will be informed in advance of this measure.

1.5.4 References

Two references will be requested prior to shortlisting. The application form states that any previous employer may be contacted for a reference. The reference request letter asks specifically about the applicant's suitability to work with children. The Headmaster will seek verbal references and will annotate the employee's file as relevant. Such comments will be signed and dated. Enquiries will also be made to verify the credentials of the referees.

1.5.5 Disclosure and Barring Service, Barred List and Right to Work checks

Subject to receipt of satisfactory references, the selected applicant will be given a provisional offer of employment.

- If this is accepted the DBS process and a Barred List check are undertaken by the Deputy Head (Pastoral) and the individual's details will be added to the SCR.
- Similarly any staff employed as teachers need to be checked for Prohibition Orders.
- Senior Managers (department heads and above) and Governors will be checked for Prohibition from Management orders under Section 128 of the Independent Education Provision in England (Prohibition on Participation in Management) Regulations 2014.

- Individuals from countries in the European Economic Area must be checked for sanctions or restrictions imposed by another EEA regulating authority.
- Individuals with passports from another country (including countries in the European Union) must be checked for their right to work in the UK.
- Enhanced DBS checks can be portable if the applicant registers with the DBS. In such cases the school needs to register the applicant as an employee with the DBS Update Service.

1.5.6 Overseas Checks

Where relevant, overseas checks need to be made for individuals who have lived and worked abroad. These can be facilitated through our current DBS provider.

1.5.7 Qualifications

Any relevant qualifications have to be verified, and best practice requires copies of certificates to be made and kept on file.

Once all of the above is complete the new staff members may commence work.

If the DBS check is delayed, but the Barred List and other checks have been made, the school may undertake a risk assessment and the employee may start work under supervision. The supervision record must be signed by the employee and the nominated supervisor and filed in the employee's personnel file.

1.5.8 Induction

During the first few days of orientation the Deputy Head (Pastoral) will review best practice of Child Protection and Safeguarding with the employee. This will cover four key documents:

- Part 1 of 'Keeping Children Safe in Education' September 2024
- The school's Child Protections and Safeguarding Policy
- The school's Whistleblowing Policy
- The school's Codes of Conduct for Staff and Pupils
- The name of the Designated Safeguarding Lead (DSL). This is currently the Deputy Head (Pastoral) and the Head of Lower School is the Deputy DSL.

1.5.9 Contractors

Proof of id will be requested from any contractors in the school during term time (such as electricians etc.) not in regulated activity. For all contractors in regulated activity, documentary evidence will be obtained that their primary employer has undertaken the required employment and safeguarding checks, and this will be noted on the SCR.

1.5.10 Record Keeping

A checklist is used when processing each new staff member to ensure that all relevant checks are completed and to provide a record of the same. All relevant details are entered on the SCR

RECRUITMENT CHECKLIST :

FULL NAME:	START DATE:	
POST Teaching? Regulated activity?	CATEGORY Staff / Supply/ Contractor/Governor	
APPLICATION FORM:	INITIALS	DATE
Identity <i>Score 3 or 4</i>		
Employment History <i>Note any gaps</i>		
Physical and Mental capacity		
Right to work in the UK <i>List A</i>		
Overseas checks		
Qualifications <i>QTS</i>		
On-line search <i>Publicly available information</i>		
Reference 1: <i>Professional/Personal</i>		
Reference 2: <i>Professional/Personal</i>		

PROHIBITION CHECKS:

Teaching		
Management		

ENHANCED DBS including Barred List : applied started: certificate dated: sighted:		
Separate Barred List check? Supervision arrangements: <3 months at another school?		
THIRD PARTY CHECKS: Contractor organisation? Written confirmation of checks? Copy of DBS provided?		
To BURSAR for SCR entry		
Induction including Safeguarding New Starter form for Payroll		