

# Safer Recruitment 2020



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## Introduction:

Peak Education is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Peak Education is a 'Safer Recruitment' employer and seeks to minimise the risk of appointing someone unsuitable through thorough recruitment procedures and pre-employment vetting, in accordance with the following:

- Keeping Children Safe in Education (statutory guidance for schools and colleges) September 2020.

If a candidate's application is considered to be fraudulent or contains false information, Peak Education will report the matter to the Secretary of State, via the DfES and also the Police as appropriate.

## Revisions:

This policy will be reviewed on a regular basis at least annually and be read in conjunction with Safeguarding Children / Inter Agency Child Protection Policy.

## Safer Recruitment Training:

The Proprietor, Executive Head, HR Manager and the Head of School have completed Safer Recruitment training; Guidance on safe working practice for the protection of children and staff in education settings.

## Equal Opportunities Statement:

Peak Education does not discriminate between candidates on the basis of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation. Peak Education is mindful of the requirements relating to the recruitment of ex-offenders.

## Recruitment Procedure:

1. At each stage of our recruitment process we are mindful of the need to protect and safeguard children and to ensure that their welfare is promoted throughout. There is a consistent and thorough process of obtaining, collating, analysing and evaluating information about applicants as follows:
2. All posts will be advertised to include the following statement; Peak Education is committed to the safeguarding and protection of children and young people and adheres to principles of safer recruitment. All posts at Peak Education will be subject to enhanced DBS disclosure.
3. Send recruitment pack including: Safeguarding Children Policy, Job Description, Person Specification, Recruitment Process, Medical Questionnaire and Application Form, the application form should carry the statement Peak Education is committed to the safeguarding and protection of children and young people and adheres to principles of safer recruitment. All posts at Peak Education will be subject to enhanced DBS disclosure if deemed necessary. Peak Education's application form has training and employment dates as a Child Protection measure. This helps the school search for gaps in training and/or employment to flag up questions for interview.
4. Short list applicants, checking gaps in service and noting questions to ask in interview. Candidates are invited to interview in writing and are requested to provide the following: proof of identity e.g.

driving licence or birth certificate, together with a valid passport, and any certificates for qualifications and training appropriate to the post applied for.

5. A panel of at least 2 members of staff, one of whom has been trained in Safer Recruitment and a second who has authority to make the decision on the appointment will meet to: reach a consensus about the required standard for the post; consider the issues to be explored, with each candidate and who will ask them; agree assessment criteria in accordance with Person Specification.
6. Two written references are sought, pre-interview ideally, using a standardised form. Telephone confirmation of the information received is also recorded. References are sought after short listing and prior to interview. Peak Education will not utilise references as a form of criteria for short listing.
7. Interview using panel with at least one member who is 'Safer Recruitment' trained with pre-agreed interview questions (include 'Safer Recruitment' questions and questions to check any gaps in the candidate's application). Interviewers should assess the candidate's attitude towards children and young people and his/her ability to support the school's Safeguarding Policy. Any concerns or discrepancies arising from the information provided by the candidate and/or Referee should be addressed; the panel will also ask the candidate if they wish to declare anything in light of the requirement for a DBS disclosure. Panel to record all explanations for gaps in employment history on their application form.
8. Interview notes will be made, and a record of the outcome will be retained for all posts.
9. Observe candidate teaching.
10. Verification of identity and right to work in the UK – passport copies taken and retained on staff file along with other forms of proof of identity (Birth Certificate, Driving Licence)
11. Appropriate qualifications checked, copied and retained on file.
12. Verification of medical fitness
13. Ensure disclosure and safeguarding checks are satisfactory and are recorded on the central register but the disclosure is kept under secure conditions and shredded within 6 months.
14. Satisfactory attendance record
15. Staff awaiting DBS can commence work providing they are closely supervised and the person in question will be informed about these safeguards and not put in the position of being alone with a young person.
16. Where the candidate is found to be disqualified from working with children by a court or an applicant has provided false information or there are serious concerns about their suitability to work with children, the facts will be reported to the police and/or the DBS immediately.
17. Enter details on staff employment check list including character/professional references (stating their suitability to work with children and young people, sickness and absence record, any disciplinary procedures), original qualifications seen and copied, medical form, check place of residence and identity including name, address and date of birth by checking their passport together with two utility bills (less than 3 months old). Also check nationality and right to work in UK and previous employment history. Dated and signed as legally required.
18. Post confirmed offer in writing once all checks successfully completed. A contract will be produced and issued to the successful candidate, as appropriate.
19. Follow induction procedure NB for a senior post the job description may be altered to reflect the successful candidate's expertise and experience.
20. If the applicant is successful, Peak Education retains the relevant information.
21. Where the application is unsuccessful, documentation is confidentially destroyed after 6 months from the date of disclosure.
22. All staff recruited by Peak Education regardless of the capacity in which they work all complete a full and standardised induction process. As part of the induction process all standard policies, procedures

and practices the company follows are introduced as well as methods of best practice for working with children and young people. Written records are kept in the staff file about aspects covered in induction and all staff members completing induction are asked to sign and date that they have understood and will adhere to standard processes for Peak Education.

23. Staff are expected to complete Safeguarding training appropriate to their role and responsibilities and to update within at least 3 years.
24. All staff as part of the induction receives a basic level of child protection awareness and are made aware of safeguarding processes within the company. They will also be made aware of the name and contact details for the Senior Designated Officer and the relevant deputies.
25. All Peak Education staff are offered various aspects of Continuous Professional Development (CPD) in order to benefit their own work by increasing their awareness and skills but to benefit the children and young people by providing the strongest support and service we can. CPD is offered in safeguarding and child protection, personal and social development, working with young people who have autism, managing challenging behaviour, drug awareness as well as specific qualifications linked to the outdoors. If any member of staff flags up any training that would potentially benefit the company and our service, all suggestions are taken seriously.
26. Peak Education is committed to creating a safer culture for every child or young person that we work whether for short term or extended provision. The safety of our learners is paramount and we follow stringent procedures during recruitment to ensure their safety as well as continually developing and improving.

### Supply Staff:

Peak Education has generous internal staffing and does not normally use agencies. If using agency supply staff Peak Education would check the identity of the teacher. Peak Education will also check with the supply 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 (if so a copy to be sent to head office). The school also uses a pool of part-time teachers as supply teachers all of whom are DBS checked and are well known to the school.

### Gap Students:

Peak Education does not recruit gap students from overseas but is aware of the procedure.

### Overseas Staff:

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

### Pupils / Students on Work Placement:

Secondary School pupils on work experience are not required to have a DBS check. In these cases the school placing the pupil should ensure that s/he is suitable for the placement in question.

## Volunteers:

Peak Education may at times work with volunteers. Peak Education will ensure that the checks for employees are also followed by obtaining enhanced DBS checks, references and full interview process. Volunteers are subject to the same recruitment process as paid employees.