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| TITLE OF POLICY | Safer Recruitment |
| COVERAGE | Public |
| FIRST RELEASE DATE | 31/08/2021 |
| LAST RATIFIED DATE | |
| DATE FOR NEXT REVIEW | 31/08/2022 |
| OWNER | Deputy Head Secondary |
| REVIEWER | Director of HR and Administration |

Safer Recruitment

1. Aim

We have a statutory duty of care to safeguard the welfare of children and vulnerable adults by providing them with a safe learning environment and recruiting safely.

2. Statement of intent

We realise that the majority of school appointments is for personnel who will be responsible for the care and supervision of children on a regular basis (regulated activity) and as part of the process of safe recruitment all prospective employees will need to have an enhanced police check with barred list information.

We are aware that we do not have the power to request DBS checks and barred list checks or ask to see DBS certificates for visitors but we will ensure that all visitors are escorted whilst on school premises.

As stated in the DfE's Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges, we have a duty to refer to the police anyone who has harmed, or poses a risk of harm, to a child, or if there is reason to believe the member of staff has committed one of a number of listed offences, and who has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left.

We will consider any person with a criminal record equally with others applying for any vacant post at this school unless their police check indicates that they present a risk to children.

3. Scope

All members of the ICS community.

4. Unique definitions

DBS: Disclosure and Barring Service

ICPC: International Child Protection Certificate

5. Processes and practice

By undertaking pre-employment checks (such as the Disclosure and Barring Service check ICPC or Jordanian Police Checks) we aim to prevent unsuitable people from working with children and vulnerable adults.

This provides the school with:

- a check of records of convictions, cautions, reprimands and warnings as found on the Police National Computer (PNC);
- any other relevant information held by the police;
- enhanced check with a Barred List check (child) and Enhanced check with a Barred List check;
- those who are deemed unsuitable to work with children and vulnerable adults are placed on to either the Children's Barred List or Adults' Barred List

6. Associated forms and documents

[Employee Handbook](#)

7. Responsibilities

The Board will:

- delegate powers and responsibilities to the HR Manager to ensure police checks are in place;
- delegate powers and responsibilities to the Principal to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- be responsible for ensuring that the school complies with all equalities legislation;
- be responsible for ensuring funding is in place to support this policy;
- be responsible for ensuring this policy and all policies are maintained and updated regularly;

HR Manager will:

- request police disclosure checks for all staff;
- Request three written employment references (including the current line manager), and aim to collect two phone references (including the current Principal wherever possible).
- use the disclosure check information to decide whether an appointment can proceed;
- keep up to date a single central record;
- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy.

Staff will:

- comply with all aspects of this policy;
- ensure they provide all the necessary documentation for the disclosure process;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Parents/carers

Parents/carers will be made aware of this policy.

8. Further information

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Prospectus;
- the school website;
- the Employee Handbook;
- meetings with school personnel;
- reports to the Governing Body

Training

All staff will have equal chances of training, career development and promotion. They will receive training on induction which specifically covers:

- All aspects of this policy;
- Safeguarding and Child Protection;
- Safer Recruitment;
- Data Protection;
- Contract of Employment;
- Equal opportunities;
- Inclusion

Staff will receive periodic training so that they are kept up to date with new information and receive equal opportunities training on induction.