



Queen Mary's Grammar School, Walsall

Safer Recruitment Policy

Approved by the Pastoral & Curriculum Committee March 2017

1. Principles:

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In this context it is vital that the School applies recruitment and selection procedures that identify people who are unsuited to work with children. The School follows the Government's statutory guidance (Keeping children safe in education, September 2016) for the safer recruitment and employment of staff who work with children.

Aims:

- a) To help deter, reject or identify people who might abuse children or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.
- b) To operate such procedures consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants.
- c) To seek to secure an on-going safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.

The measures described in this policy should be applied in relation to everyone who has sole responsibility for the care of children for any length of time and, at the discretion of the Headmaster, those who regularly come into contact with children in a supporting or voluntary capacity.

The school will report within one month any person dismissed (when deemed to be unsuitable to work with children) to the Disclosure and Barring Service (DBS) and the National College for Teaching and Leadership (NCTL).

2. The Single Central Record

The School's 'Single Central Record' provides a full record of all adults who are cleared through the Disclosure and Barring Service (DBS) to work within the School (appendix 1).

The School's Single Central Record (Register) covers the following people:

- All contracted staff (teachers and associate staff)
- Peripatetic music teachers
- Sports coaches
- CCF Officers, Volunteers and regular visitors from the supporting Brigade
- Supply staff (including Cover Supervisors and Exam Invigilators)
- All others (including volunteers) who come into regular contact with children in the School

Governors, volunteer helpers, contractors working regularly during term-time, such as contract catering staff, are also checked.

The register is maintained by the Finance Director and Business Manager, Mr P Lines.

3. Recruitment Procedures (contracted staff)

These procedures apply to the appointment of:

- Permanent teaching staff
- Permanent associate staff
- Exam invigilators and cover supervisors

(a) Inviting applications

Advertisements for posts – whether in newspapers, journals or on-line – will include the statement:

“Queen Mary’s Grammar School is committed to equal opportunities and to safeguarding and promoting the welfare of children and young adults. We expect all staff and volunteers to share this commitment. All post holders are subject to a satisfactory enhanced DBS check.”

Prospective applicants will be supplied, as a minimum, with the following:

- job description and person specification;
- the school’s Safeguarding Policy;
- the school’s Safer Recruitment Policy (this document);
- an application form.

All prospective applicants must complete, in full, an application form.

(b) Short-listing and references

- Short-listing of candidates will be against the person specification for the post
- Where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage.
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted.
- Where necessary, referees will be contacted by telephone or e-mail in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Where necessary, previous employers who have not been named as referees will be contacted in order to clarify any anomalies or discrepancies. A detailed written note will be kept of such exchanges.
- Referees will always be asked specific questions about:
 - ✓ the candidate’s suitability for working with children and young people;
 - ✓ any disciplinary warnings, including time-expired warnings, that relate to the safeguarding of children;
 - ✓ the suitability of the candidate for this post.
- Two references shall be provided for each candidate (including internal candidates) and kept on record

(c) The selection process

- Selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require an interview of short-listed candidates.
- Interviews will always be face-to-face. Telephone interviews may be used at the short-listing stage but will not be a substitute for a face-to-face interview (which may be via visual electronic link).
- Candidates will always be required:
 - ✓ to explain satisfactorily any gaps in employment;
 - ✓ to explain satisfactorily any anomalies or discrepancies in the information available to recruiters;
 - ✓ to declare any information that is likely to appear on a DBS disclosure;
 - ✓ to demonstrate their capacity to safeguard and protect the welfare of children and young people.

(d) Employment checks

All successful applicants are required:

- to provide proof of identity
- to complete a DBS disclosure application and receive satisfactory clearance
- to provide actual certificates of qualifications
- to complete a confidential health questionnaire
- to provide proof of eligibility to live and work in the UK

(e) Induction

- All staff who are new to the school will receive induction training that will include the school’s safeguarding policies and guidance on safe working practices.
- Regular meetings will be held during the first 3 months of employment between the new employee(s) and the appropriate manager(s).

4. Recruitment Procedures (other staff)

This may apply to:

- Non-contracted CCF officers/volunteers
- Sports coaches
- Peripatetic music teachers
- Catering/cleaning staff
- External supply teachers
- Trainee (PGCE/School Direct) teachers

In all cases, the individual (or company providing the individual, e.g. with catering/music staff) should undertake the procedures outlined in section 3(d).

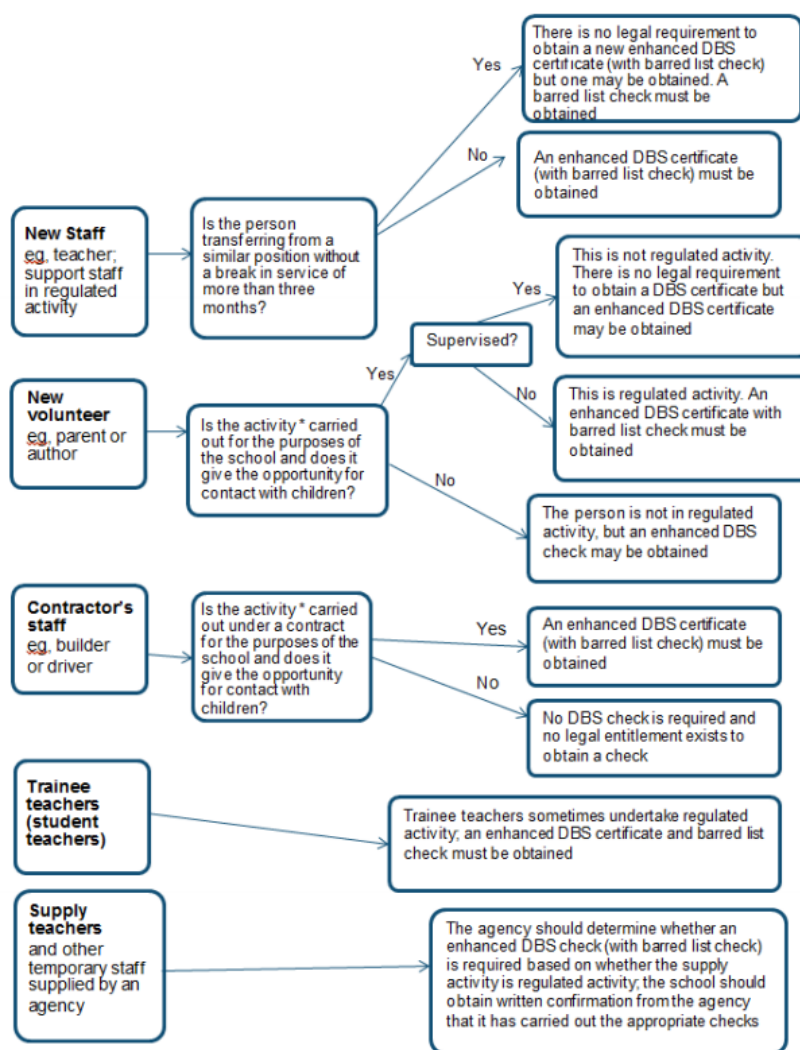
The supply of external supply teachers is exclusively through Hays, who shall provide the information/evidence as listed in sections 3 (b), (c) and (d).

Designated teacher

The designated teacher is the Headmaster: Mr Swain who has undertaken safer recruitment training along with Mr Langton (Head of school), Mr Vallance (Governor) and Mr Lax (Assistant Head).

Appendix 1

Flowchart of Disclosure and Barring Service criminal record checks and barred list checks



* Activities listed under the guidance's definition of regulated activity and which are carried out 'frequently'