



Safer Recruitment Policy

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Contents

Introduction	3
Safer Recruitment Responsibilities.....	3
Safer Recruitment Training	4
Suitability of Staff	4
Appointment of Staff	5
Medical Fitness	6
Previous employment history/CV and references.....	7
Prohibition orders.....	7
Personnel file and Single Central Record.....	7
Start of Employment and Induction	8
Adults working with children who are not employed directly by the School.....	9

Introduction

The Island Project (“the School”) is committed to safeguarding and promoting the welfare of its pupils and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work

The use of the word “School” includes the School site at Diddington Hall and the College site at Birmingham Road.

The School is committed to recruiting and selecting high quality staff with the necessary aptitude to adopt the School ethos of Dignity and Respect. Staff are expected to enable our pupils to feel safe and secure and to enable them to learn and thrive in a happy, caring and safe environment. The School requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The School recruits staff from a diverse background which allows them to deploy staff using their strengths to the benefit of the School. All staff, irrespective of background, qualifications and experience, undertake the same extensive training delivered by the School.

The School is careful to follow the government recommendations on gathering information, screening and carrying out checks on all new staff members. All staff are expected to be committed to remaining vigilant and maintaining the highest standards of child protection in the School.

The School follows and adheres to the principles set out in Keeping Children Safe in Education July 2015 (“KCSIE”)

Safer Recruitment Responsibilities

The Trustees have ultimate responsibility for child protection within the School. The School Principal has overall responsibility for child protection in practice and the School Principal is responsible to the Trustees for ensuring compliance with this policy.

The School Principal and Trustees have responsibility to ensure the thorough application of safer recruitment procedures for every new employee and have responsibility for the SCR (Single Central Register). The School Principal and Curriculum Director have sole responsibility to permit any new employee, volunteer or person undertaking work experience to commence work at the School.

Following any offer of employment, the Office Manager processes all new appointments including carrying out DBS checks, maintaining the Central Register and ensuring that the HR files of employees are correct and up to date. The Office Manager will not be involved in carrying out the DBS check for any family member or close personal friend who may have been offered employment by the School and in this instance, the completion of the relevant DBS check will be carried out by an alternative authorised employee.

The School Principal takes the School management lead on all appointments within School and prepares any letters of appointment and contracts. The preparation of letters and contracts may be delegated to a suitable employee (who has undertaken appropriate Safer Recruitment training) in certain circumstances, but will not be sent out or issued without the approval and signature of the School Principal.

Safer Recruitment Training

The following post holders have undergone safer recruitment training provided by LSCB to ensure that safer recruitment principals are followed and adhered to:

- The School Principal
- The Head of School
- The School Liaison Manager
- Office Manager

Any additional personnel involved with the recruitment process will also undertake safer recruitment training as appropriate.

The School will ensure that at least three people within School have undertaken Safer Recruitment Training to ensure flexibility for interviews.

Suitability of Staff

Disqualification under the Childcare Act 2006 (“the 2006 Act”)

Under the terms of the 2006 Act, early years provision includes education and any supervised activity for a child from birth until the 1st September following their fifth birthday. It applies to all provision for children in that age range during and outside school hours. Later years provision covers childcare that is provided outside of school hours, including breakfast clubs and after school care.

The School takes pupils from age 5 onwards. Whilst not all staff will necessarily work with pupils in this age range, and we do not offer childcare provision outside of school hours, to maintain flexibility of staff the School deems it appropriate for all staff to be included and covered by the principles of the 2006 Act.

The School will not employ individuals to work in early years or later years provision if they are disqualified by association as defined in the 2006 Act unless they have been granted a waiver by Ofsted.

The grounds for disqualification are not only that a person is barred from working with children (included on the children’s barred list) but also include, in summary, that:

- They have been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, at home or abroad;
- Other orders have been made against them relating to their care of children;
- They have had their registration cancelled in relation to childcare or children’s homes or they have been disqualified from private fostering; or
- They are living in the same household where another person who is disqualified lives.

All staff members are required to disclose any potential disqualification prior to appointment. All staff will be asked on an annual basis if to confirm that they are not disqualified due to a change in personal circumstances.

In the instance that the personal circumstances have changed for any members of staff, advice will be taken from the local LSCB and HR advisers, and staff may be suspended whilst applying for a waiver from Ofsted and/or have their employment terminated.

Relevancy Test

Changes introduced from January 2015 bring the standards under the 2006 Act into line with the Protection of Freedoms Act 2012 and removes the blanket application of certain vetting checks and requires them only for regulated activity or “where relevant”.

However, as stated, in order to maintain flexibility of specialist teaching staff, the School deems all teaching and other Staff to be covered by the requirements.

Appointment of Staff

The School adheres to the principles of safer recruitment. However, due to the size of the organisation, it is not possible or practical for recruitment to take place on a panel basis. Staff are therefore recruited on an individual basis as and when required.

This means that it is not always possible to complete all relevant checks prior to teaching or other staff starting employment and commencing their training.

As part of the interview process, potential employees are asked whether they wish to declare anything in the light of a DBS check being carried out. They are also required to confirm that they are not disqualified by association under the 2006 Act.

When appointing **all** new staff (irrespective of role), the School will

- verify an individual’s identity;
- verify the individual’s mental and physical fitness to carry out their work responsibilities;
- verify the person’s right to work in the UK. If there is uncertainty about whether an individual needs permission to work in the UK, then prospective employers, or volunteer managers, should follow advice on the GOV.UK website;
- if the person has lived or worked outside the UK, make any further checks the School considers appropriate;
- verify professional qualifications, as appropriate; and
- carry out Barred List check; Prohibition Check, check of GTCW’s public database (Wales), Restriction checks within EEA, any relevant overseas checks and any additional checks, which any individual who is a Qualified Teacher may be subject to under legislation or guidance;
- complete a risk assessment (see annexure) which will remain in force until such time as all relevant criteria have been met.

Barred List check

The School will ensure that a separate barred check list is undertaken prior to the start of employment and in any event whether or not an enhanced disclosure has been received in advance of a member of staff starting work in regulated activity, or where a “portable” disclosure is used.

As a matter of policy, all staff employed within the School are subject to an enhanced DBS check at the start of employment, irrespective of their role, or as soon thereafter as practicable.

Under KCSIE, a short period of work is allowed under controlled conditions. If an enhanced disclosure is delayed, a member of staff may be allowed to commence work. This is on the basis that:

- Section 58 KCSIE states that “where a school or college allows an individual to start work in regulated activity before the DBS certificate is available, then they should ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed”. No staff member is allowed to work unsupervised with a pupil unless their DBS check has been received and checked by the School, all of their references have been received back, all appropriate training has been received and they have been signed off by senior members of staff as competent and able to work with pupils; and
- all staff are employed on a minimum probation period of 6 months. Should there be any issues with complying with any of the requirements of safer recruitment, employment will be terminated or probation periods will be extended.

Enhanced Disclosure

A disclosure is a document containing details of a person’s criminal record, including convictions, cautions, reprimands and warnings held on the Police National Computer.

The Disclosure and Barring Service (DBS) acts as a one-stop shop for the checking of teachers and other individuals working with children or vulnerable adults.

The School carries out an enhanced DBS check for all individuals working within the school, whether directly with pupils, as volunteers or in the administration team within School.

From 17 June 2013, applicants can subscribe to the DBS update service and this will be applied for any individuals employed on a supply teaching basis, or as outside contractors who do not work elsewhere in a school setting, for example painters and decorators, handymen who work on a regular basis in school.

The School will require any individuals it deems necessary and as detailed above, to subscribe to the DBS update service.

The School will notify the Disclosure and Barring Service of any member of staff who is removed or dismissed due to safeguarding concerns as detailed in the Child Protection Policy.

Medical Fitness

The DfE advice, Registration of Independent Schools December 2013, states that “schools must satisfy themselves of the medical fitness of staff to carry out the duties of the post applied for”. Whilst the advice does not prescribe how this should be done, the School:

- asks potential employees whether they consider themselves to have a disability as part of their job application;
- fitness for work is explored at the interview stage, especially in relation to fitness to work with pupils, ability to run, move and react quickly; Because of the requirement for teaching staff to be physically and mentally fit to work safely with the pupils at the School, questions around physical ability and current mental health are necessary and relevant for the post.
- A declaration is signed as part of the induction process confirming that employees are medically fit to work. This is signed by the employee and contains a statement that they consider themselves fit for work but also gives them the opportunity to disclose any conditions they feel that the School should be aware of.

Due to the physical nature of working on a direct 1:1 basis with the pupils to ensure the safety of pupils and the individuals themselves, it is not practicable for the School to employ

individuals with certain disabilities. However having a disability does not automatically preclude this.

Previous employment history/CV and references

In accordance with KCSIE, as part of the recruitment process, the School asks for written information about previous employment history and any gaps or discrepancies are explored as part of the interview process.

As the School does not operate a panel recruitment system and recruits staff on an individual basis, it is not always possible to obtain references prior to appointment. However, any subsequent job offers are always subject to receipt of appropriate references. In addition, as part of the induction process, staff are informed that if references are not received promptly, they will be suspended from work without pay until such time as satisfactory references are received.

The purpose of seeking references is to obtain objective and factual information to support appointment decisions. References should always be obtained, scrutinised and any concerns resolved satisfactorily during the probation period.

References are always requested directly from the referee and the School will not rely on open references

As many of our staff have not occupied any teaching position prior to employment, references will always be obtained from the most recent employer, and the referee will be asked to confirm that they have no concerns about the individual working with children.

If the candidate has previously worked with children in any capacity, references will be applied for from all relevant employees and their reason for leaving will be ascertained.

On receipt, references are checked to ensure that all specific questions have been answered satisfactorily and an additional telephone call will be made as verification. If references are deemed unsuitable in any way, employment will be terminated within the relevant probationary period. The referee should be contacted to provide further clarification as appropriate: for example if the answers are vague.

Any information about past disciplinary action or allegations should be considered carefully when assessing the applicant's suitability for the post (including information obtained from the Employer Access Online checks in relation to qualified teachers).

No employee will be allowed to work unsupervised with any pupil at any time until suitable references have been obtained.

Prohibition orders

A prohibition check will be carried out to ensure that anyone employed as specialist teaching staff is not subject to a prohibition order issued by the Secretary of State. This check will extend to all staff employed within School, irrespective of whether or not they are employed in regulated activity. A check will also be made against any potential disciplinary action in Wales by searching the GTCW's public database:

Personnel file and Single Central Record

The Personnel files will contain records of all relevant checks carried out. Copies of the DBS check obtained will be kept in a separate file which is kept in a locked cabinet with restricted access. These will be destroyed after 6 months, but a record of the reference number will be retained on the SCR.

The Single Central Record (SCR) must contain, as a minimum an entry for all current members of staff at the School. This must show the date of the following checks, where applicable:

- Identity
- Barred list/list 99 (ie, date of DBS check)
- Qualifications relevant to post
- Enhanced Disclosure (or DBS check)
- Any overseas checks where applicable
- The right to work in the UK
- Prohibition Orders Check

In addition, details will be held of dates of the following training:

- Safeguarding
- First Aid Training
- Childcare Disqualification Disclosures (date first obtained)
- E-safety
- Studio 3 training

Copies of the SCR will be signed by the School Principal, and any previous copies of the SCR will be retained permanently.

Start of Employment and Induction

Once employment starts, a risk assessment will be completed and all new employees will:

- be given a copy of the Staff Handbook which contains key policies and important information;
- be required to read all policies and procedures and sign to confirm that they have understood the same where appropriate;
- be given an induction training session carried out by a member of the management team to cover, inter alia, health and safety, sickness reporting, uniform, expectations around performance and behaviour, school ethos;
- Carry out online training including (but not limited to):
 - Safeguarding;
 - E-safety;

- PREVENT
- FGM
- Child Sexual Exploitation
- Use of Social Media
- Staff will then be placed in Unit to observe staff and pupils and relevant teaching methods. All new members of staff are supervised at all times and will not be left unattended with a pupil until such time as all relevant checks and sign offs have been completed as detailed in this policy;
- Training will be delivered by the Curriculum Director, the BA's, SLT's and OT's on, inter alia:
 - Understanding Autism
 - The legal position;
 - PECS (Picture Exchange Communication System);
 - Studio 3
 - Low Arousal approaches
 - School Ethos.

Adults working with children who are not employed directly by the School

Supply Staff

The School does not employ supply staff due to the specialist nature of the School and the School ethos. However, the School may employ staff who have previously worked at the School as supply teachers provided that they have completed all relevant training and appropriate DBS checks have been carried out

Alternative Providers

In certain circumstances, it may be necessary for the School to sub-contract certain services to other providers. Any such sub-contracting will only be upon the recommendation of, and with agreement of the relevant Local Authority responsible for the pupil, and subject to confirmation that all appropriate safeguarding is in place and that all staff working with the pupil are subject to the principles applied by KCSIE.

Volunteers

Any volunteer will be subject to the induction process referred to above and will also be subject to all of the checks detailed in this policy.

Work experience

Any students on work experience at the School will be supervised at all times. The 1:1 nature of staffing ratios within the School means that any work experience students will be supervised, and no work experience student will be permitted to work alone and unsupervised with any pupil.

DBS Risk Assessment Checklist
Starting work prior to DBS Certificate being available

All staff and any volunteers at The Island Project (“the School” which includes both the School at Diddington Hall and the College at Birmingham Road) are required to have an enhanced DBS Check. See Safer Recruitment Policy for further details.

This risk assessment should be completed when a new member of staff starts work before a DBS Certificate has been received by the School.

Name :
Job Title :
Interview Date :
Proposed Start Date;
DBS check started

The application for a DBS check must be completed before, or on the first day of employment (when the individual will be undertaking induction, initial training and reading policies and procedures and therefore will not have any contact with pupils)

Is the person in “Regulated Activity” Yes No

Reason for starting without a DBS Check

- Continuity of School provision to pupils
- Other (please state)

Reason for starting without a DBS Check

- Photographic Identity check [essential]
- Verification of current address [essential]
- Barred list check [essential]
- Right to work in UK [essential]
- At least two referees given and initial contact made [essential]
- Prohibition checks
- Overseas checks (where relevant)
- Confirmation of qualifications (where appropriate)

Any other information?

Previous DBS Certificate

If the person has a previous DBS Certificate, on what date was it issued?

.....

Did the person previously work in a School or College? If so, what was the last day

.....

If the person’s proposed start date and their last day at a previous educational establishment less than three months apart, the person can be assessed as of low risk, although the School will still obtain a new enhanced DBS check

Decision

- HIGH RISK** – person should not be allowed to start without a new Enhanced DBS as there has been a break in service of more than 3 months and there is insufficient information about the person in the “Known Information” list above
- MEDIUM RISK** – the person may start work and although there is sufficient other information above, because the DBS check and references have not been received back, they must be supervised at all times and **must not** undertake any Regulated Work, ie, : 1:1 work or personal care activities. This person must always be within “sight and hearing” of a person with an Enhanced DBS check (please see Safer Recruitment Policy for further details on School Policy)
- LOW RISK** – person may start work without additional supervision as they already hold an Enhanced DBS check and there is no break in service of three months or more and all other checks have been satisfactorily completed

Authorised

Office Manager :

School Principal :

Date :