



**Broadlands Hall School  
Safer-recruiting  
Policy**

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# **SAFE RECRUITING POLICY - SAFEGUARDING STANDARDS**

Broadlands Hall takes the recruitment of staff and associated safeguarding procedures very seriously. All staff undergo a series of checks as outlined below and employment may not commence until the Registered Provider is satisfied that the person is suitable to work with students and is fully committed to the safeguarding of students in our care.

*This document has been produced taking advice from the Suffolk Safeguarding Students Board and taking into account the publication 'Keeping Students Safe in Education' September 2016.*

Pre-interview planning:

- a. Timetable decided
  - b. Job Specification prepared
- 2 Vacancy advertised
- a. Advert includes paragraph about Broadlands Hall School being committed to promoting the welfare of students and the requirement of an Enhanced DBS for the successful candidate.
- 3 Applications received
- a. Any gaps in employment, anomalies or discrepancies explored with candidate and, if necessary, previous employers contacted to confirm employment dates and reasons for leaving. Applications only accepted on official Application Forms.
- 4 Short-list prepared and candidates advised that references will be taken up.
- a. Request at least two references using the letter asking specific questions and including a statement about liability of accuracy. Every request will include:
    - i. Referee's relationship with candidate and how long known to them, in what capacity.
    - ii. Whether satisfied the applicant has ability and is suitable to perform the job in question and has demonstrated their ability to meet the person specification.
    - iii. Ask for specific comments about the person's suitability for the post and how they have demonstrated their ability to meet the person specification.
    - iv. Whether referee is completely satisfied that candidate is suitable to work with students and if not, to provide specific details of concerns and reasons why.
    - v. Confirmation of details of applicant's current post, salary and sick record.
    - vi. Specific verifiable comments on applicant's performance history and conduct.

- vii. Details of any disciplinary procedures the applicant has been subject to which have involved issues relating to safety and welfare of young people, including anywhere the disciplinary sanction has expired and the outcomes of those.
- viii. Details of any allegations or concerns that have been raised about the applicant that relate to the safety or welfare of students or young people or behaviour towards young people, and the outcomes of those concerns ie whether allegations or concerns were investigated, the conclusion reached and how matter was resolved.
- ix. Referee reminding that they have a responsibility to ensure the reference is accurate and does not contain any material misstatement or omission. They should provide relevant factual content that could be discussed with the individuals.
- x. For those in management positions prohibition from management Section 128 will be checked.

5 Receive references

- a. Check against information on application form and note any concern or discrepancy to take up with candidate at interview.
- b. References should be followed up with a telephone call to verify.
- c. References addressed to 'whom it may concern' will not be accepted.

6 Invitation to interview

- a. Include itinerary for the day and any other relevant information.

7 Interview

All recruitment panels to have a minimum of two interviewers. At least one person on the interview panel will be trained in safer recruitment.

- a. All interviews are fact to face even if there is only one candidate. Phone interviews are not allowed.
- b. Notes are made and destroyed after 6 months; successful candidate's notes held on P file indefinitely.
- c. Interviews should be carried out with regard to 'Warner Interviewing'. Warner recommends that employers should include the following questions that would probe candidates about their:
  - i. Personal life including the candidate's mental and physical fitness to carry out their work.
  - ii. Attitudes and motivations
  - iii. Suitability to work with the client group

Questions may focus around attitudes to control and punishment of students and the stability of the candidates' emotional and sexual relationships. All answers are recorded.

- 8 Conditional offer of appointment
- a. Offer of appointment is made conditional on satisfactory completion of the following:
- i. References (if not already obtained)
  - ii. Identity – only photographic evidence - a passport or driving licence - are acceptable. In addition, evidence of current address must be seen (utility bill, bank statement or similar).
  - iii. Where appropriate, verify qualifications
  - iv. Enhanced DBS. All staff working with students at Broadlands Hall School will be required to apply for an Enhanced DBS with barred list information for people working with students and adults. Where appropriate, if the applicant has subscribed to the DBS Update Service, with the individual's consent, this can be checked on-line. The flowchart in the document 'Keeping Students Safe in Education March 2015' outlines the requirement for DBS checks.
  - v. All new teachers to the school must undergo a prohibition order check. This must be done as part of the pre-employment checking process and a record will be kept on the school's single central record.  
We will ensure that no member of staff works at the school in contravention of a prohibition order or occupies a management position when subject to a direction barring that person from such a post.
  - vi. Health questionnaire (Medical Fitness).
  - vii. Right to work in the UK.
  - viii. If the person has been living outside of the UK, checks will be made to establish their suitability to work with students, having regard to any guidance published by the Home Office on gov.uk.
  - ix. For all staff, a check of any prohibition will be checked using the Employer Access Online Service.
- 9 Prior to starting work, all staff will sit an on-line, certificated, Child Protection Course and, if required, a Food Hygiene Course. An induction period takes place where staff are monitored and shadowed by an experienced member of staff and copies of all policies and procedures are issued in a Staff Handbook. Staff members are expected to read this through and are invited to discuss any areas of uncertainty with the Head-teacher. All new staff members will be trained in NAPPI techniques as soon as possible following their employment. Upon receipt of all of the above, a contract is issued and the member of staff will be invited to start work.

- 10 Broadlands Hall School keeps a single central record of staff which confirms the checks that have been made and the date upon which the checks were completed.
- 11 Contractors who come into contact with students at the School will be supervised at all times but will only be required to obtain a DBS check if there is any possibility of them having unsupervised access to students.

In addition, members of the Management Team and the Principal will be checked and this check will be recorded in the School Central Record.