

SAFER RECRUITMENT & INDUCTION POLICY

Date	Review Date	Contact
01.02.19	01.02.20	Head of School & Education

This policy follows detailed guidance issued by the NSPCC on safer recruitment in education.

Safeguarding Statement - Newbury Hall

Safeguarding is a priority with arrangements in place to ensure learners feel and are safe on school premises and during off-site activities. The learner experience and individual achievement are paramount and safeguarding initiatives are developed to impact positively upon this. The school ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revisiting policies, procedures and associated arrangements.

The school provides a safe physical environment for its learners and staff, ensuring that campuses and premises are of a good standard. Health & Safety arrangements are in place to ensure adherence to current legislation and guidance. **Newbury Hall operates rigorous safer recruitment and induction procedures** designed to emphasise the school's commitment to the safeguarding of its learners and staff. The procedures include interrogating application forms for gaps in education and work histories to be explained at interview, questioning at interview stage by a panel including members with safer recruitment qualifications, verifying qualifications, acquiring references, performing Disclosure and Barring Service (DBS) checks, checking barred lists and acquiring other overseas police records checks. It is a condition of employment that all staff train to a level appropriate to their safeguarding responsibilities. Staff are expected to attend internal and external training and awareness sessions covering safeguarding issues throughout their induction and ongoing employment. **The school has a designated safeguarding lead and policies and procedures** in place to deal effectively with child protection and other safeguarding issues, together with recording and monitoring processes. The proprietor and the senior leadership team will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners and staff.

Newbury Hall policies for safeguarding, safer recruitment, etc can be found at <https://newburyhall.me/links/>.

Newbury Hall is committed to safeguarding and promoting the welfare of children and young people, including a duty to ensure safer recruitment and induction of staff and volunteers at this school.

We are committed to equality, valuing diversity and working inclusively across all of our activities. We wish to appoint the most suitable person for each vacant position regardless of age or perceived age, marital status, sex, racial or ethnic background, religion or belief, sexual orientation or disability. We aim to have a workforce that represents a variety of backgrounds and cultures and can provide the relevant knowledge, abilities and skills for our organisation. We will take no account of an applicant's membership or non-membership of a trade union.

We believe our recruitment and selection process is systematic, efficient, effective and equal. All applicants must declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced DBS check as all posts are exempt from the Rehabilitation of Offenders Act 1974.

AIMS

The aims of this policy are:

To outline the procedures staff should follow in order to:

- adhere to current legislation and guidance, thus ensuring a fair and legal recruitment procedure is in place
- attract, identify, recruit and select the best people available to join our workforce
- take all reasonable steps to deter, identify and prevent unsuitable people from joining our organisation and working with children
- recruit, select and manage our staff in a way that complies with legislation designed to combat inequality and discrimination
- do all we can to achieve and maintain a diverse and safe workforce
- ensure that our recruitment processes are consistent, safe and transparent
- ensure candidates are judged to be competent and suitable before making an offer of employment
- ensure that new staff are properly inducted
- create a safe workforce culture.

To demonstrate our recognition that:

- our workforce is our most important resource
- unsuitable individuals sometimes seek out opportunities via employment or volunteering to have contact with children and young people in order to harm them
- some groups face unfair discrimination in the workplace
- children, young people and families benefit from our efforts to recruit and select a skilled and committed workforce from a diverse range of backgrounds
- new staff and volunteers cannot perform their roles effectively unless they are inducted properly and receive ongoing support and supervision
- safe recruitment is only the beginning of our safer working practices that help lead to a safer culture.

To ensure we recruit and induct our workforce by:

- planning recruitment appropriately
- advertising all posts through appropriate media and in a way that ensures that we attract high quality applicants from diverse backgrounds
- marketing roles clearly with set criteria and safeguarding responsibilities
- providing an application pack with relevant information for anybody who expresses an interest in an advertised job
- ensuring that all applications for both staff and volunteer roles are made using a standard application form
- safely using external recruitment agencies if necessary

- using a panel of at least two people, at least one of whom has appropriate safer recruitment training, to shortlist and conduct face-to-face interviews with applicants against set criteria, and using the same two people for shortlisting and interviewing whenever possible to ensure consistency
- incorporating the views of children, young people and families into the recruitment procedure if appropriate
- using a self-declaration process for candidates to share information ahead of DBS and reference checks
- obtaining two references, necessary proof of identification, right to work in the UK and original copies of any necessary qualifications from candidates
- requiring that all staff and volunteers have an up-to-date, relevant criminal record check where their post is eligible for this, including a check against the barred list for regulated activity
- carrying out appropriate health checks
- providing an appropriate safer induction for all new staff and volunteers, sharing key information, policies, procedures and arranging necessary training
- ensuring that all staff are made aware, during their induction period, of how to keep children and young people safe in their role
- reviewing all inductees' progress against set criteria
- using the lists of processes below to follow a consistent procedure for recruitment and induction

SAFER RECRUITMENT PROCESSES

When a post becomes vacant or is created then the school's Safer Recruitment & Induction Workflow is followed. In summary:

1. We assess the role to understand the level of safeguarding responsibility and DBS check required
2. The following information, along with our safeguarding statement, is presented on the school's job application page, <https://newburyhall.me/everything-else/jobs/>:

To apply online, please see the application pack for each role, and then complete the standardised application form using the link at the bottom of this page. Please note that we cannot accept other CVs or applications.

Newbury Hall will only consider applications offering a complete ten-year work/study history. Any gaps in the online application form will be explored at interview.

For all roles at Newbury Hall we expect candidates to demonstrate an ability to work in a way that promotes the safety and wellbeing of children and young people. Questions will always be asked at interview to assess knowledge of the following key safeguarding documents, which candidates are advised to read in advance:

- [KCSIE Part 1 \(Keeping Children Safe in Education\)](#)
- [Staff Code of Conduct – Annex A](#)
- [Newbury Hall's Safeguarding policy](#)

Successful applicants will be required to undergo an enhanced DBS criminal records check and to provide a clean police records check from recent overseas residencies. Please see the DBS' [code of practice](#) for further information; a paper copy is available on request to all those subject to checking.

Our safer recruitment and recruitment of ex-offenders policies can be found [here](#).

3. We review the job description and person specification for the role. Both are written for all roles.
4. We review the interview questions and positive and negative criteria for responses
5. A job advert is written and posted online with accompanying application pack. All posts are advertised internally and externally in order to attract as wide a field of candidates as possible. We welcome any member/s of the present staff to apply. For example, for teachers:

Application pack contents (links):

- [Recruitment and Induction Procedures – Newbury Hall](#) (important – please read)
- [Job Description – Tutor – Newbury Hall](#)
- [Person Specification – Tutor – Newbury Hall](#)
- [Safeguarding Statement – Newbury Hall](#)
- [Self-Disclosure Form – Newbury Hall](#)
- [Reference Request Form – Newbury Hall](#) (for information only – we will contact referees directly using the details you provide on your application form below)

The Position

Newbury Hall is currently recruiting for teachers for English as a second language and for IGCSE and A-level subjects. Demand from students for different subjects at different levels or for various English courses varies throughout the year and hours are offered in response. If interested, please first look through the documents in the Application Pack above, and then complete the online application using the link at the bottom of this page.

4. All applications received are printed and scrutinised for inconsistencies in the candidate's previous ten-year work/study history. Notes of any gaps are made to follow up at interview.
5. If permitted on the application form, both referees are contacted before interview using our standardised Reference Request Form – Newbury Hall. All referees (at least two will be obtained) will be asked if the candidate is suitable to work with children, has any disciplinary procedures relating to the safety and welfare of children, has any details of allegations/concerns/bad behaviour relating to the safety and welfare of children, and any history of attempted radicalisation.
6. References may be checked for 'further clarification', the term used in KCSIE. This would cover clarifying the content of the reference itself or to clarify the identity of the referee should it be sent from a personal email account (hotmail/gmail etc) rather than a company/business email address.
7. Emails to referees are sent with the following template:

Dear [\[referee's name\]](#)

Could I possibly ask for literally a few minutes of your time to complete this reference for [\[candidate's name\]](#)? It is mostly just yes/no and very quick.

If you have any trouble with GoogleDocs, let me know. You need only enter the information and it will save automatically. Please just email me to let me know when complete.

Thank you in advance,

[insert link to the copy of GoogleDoc Confidential Reference Request Form here]

[Candidate name] has applied for the position of [job title] at Newbury Hall School and has given your name as a referee. I would be grateful if you could complete the attached reference form and return it to me at the school at your earliest convenience.

We are required to ask you a number of detailed questions relating to the candidate's suitability for the job and for working with children. I would request that you are as detailed as possible and ensure that the reference does not contain any material mis-statement or omission.

You should be aware that the factual content of the reference may be discussed with the candidate.

As part of Newbury Hall's commitment to safeguarding and promoting the welfare of children, I also need to ask you to provide me with information relating to the candidate's disciplinary record and any allegations that have been made against them.

Thank you for your help and assistance in this matter and I look forward to hearing from you shortly.

8. Follow-up calls are made to confirm referee details where deemed necessary, e.g. if references not received from a company email. In such cases, the printed reference is signed and dated as "Confirmed by [name and date]".
9. Further referees' details are requested from candidates as required, e.g. in case of no response.
10. Candidates are short-listed by the appropriate member of staff if they suit the job description and person specification, interview panels and dates are decided, and short-listed candidates are invited for interview.
11. Shortlisted candidates will be asked if they have a disability within the meaning of the Equality Act 2010 and if they require any particular adjustments to accommodate their particular needs.
12. Shortlisted candidates will be informed if they will have to undertake skill tests as part of the interview.
13. All unsuccessful applicants will be notified shortly after the short listing has taken place and any documentation provided returned to them.
14. At interview, candidates' ID documents are checked, they are signed in and given a brief tour of the school including the locations of safeguarding noticeboards. On the day of the interview all candidates will need to provide proof of identity, proof of their qualifications and proof of eligibility to live and work in the UK.
15. Interviews are conducted using an Interview Questions & Notes Proforma, a standardised set of questions used as criteria against which to score each candidate. The candidate will be asked to clarify any highlighted discrepancies in their ten-year work/study history, and asked a series of appropriate safeguarding and role-specific questions to assess their suitability to the post and their capability to safeguard and protect the welfare of children and young people. The interview may also consist of an informal chat with students and informal meetings with other members of the management team.
16. Following the interview panel's discussion of suitability, a conditional offer of employment may be made subject to the following pre-employment checks for the successful candidate:
 - Two satisfactory references (one from most recent employer wherever possible)
 - Proof of identity
 - Barred list/List 99 checks or equivalent
 - Enhanced DBS check
 - Proof of qualifications
 - Proof of right to work in the UK
 - Medical fitness
 - Application form
 - Overseas criminal record check from all staff that have lived abroad for a period of 6 months or more in the last 5 years
 - Prohibition from teaching check

- Prohibition from management/Section 128 check
- NCTL European Economic Area (EEA) check

An appointment will not be confirmed until receipt of all of the above. Based on advice from Andrew Hall and the DBS website we will accept an existing DBS as long as the following criteria are met:

- The DBS was issued in the last 12 months
- The DBS application was for an enhanced check
- The DBS application was for a child workforce role

All new staff regardless of whether they already have an existing certificate will also then have an enhanced DBS check carried out by Newbury Hall. If a member of staff is to begin employment at Newbury Hall before their DBS certificate is available, then until such a time as it is available they will be subject to all other pre-employment checks, to a separate barred list check, and to regular and reasonable, day-to-day and ongoing supervision by staff members having an enhanced DBS certificate. A risk assessment – “DBS Pending Risk Assessment” – is to be completed in all such cases. Staff in such cases will be supervised by an appointed staff member with an enhanced DBS and such observations recorded and filed.

Newbury Hall must obtain written notification from any agency or third-party organisation they use that the organisation has carried out the checks (in respect of the enhanced DBS certificate that written notification has been received that confirms the certificate has been obtained by either the employment business or another such business), on an individual who will be working at the school that the school would otherwise perform. Where the position requires a barred list check this must be obtained by the agency or third-party prior to appointing that individual. The school must also check that the person presenting themselves for work is the same person on whom the checks have been made.

Terms and Conditions of Employment

The successful candidate will be sent:

- a letter offering them the job
- a statement of the terms and conditions of employment

The successful candidate will sign and return a form accepting the job and its conditions.

SAFER INDUCTION PROCESSES

1. The induction programme for all newly appointed school personnel will include a pre-commencement briefing following New Staff Inductions - Agenda.
2. EduCare modules expected to be completed by all staff are outlined in Appendix 1 below.
3. All staff are expected to respect our Staff Training Calendar of monthly themes and sessions.
4. All staff are expected to respect our appraisals procedures.
5. Role-specific inductions will also take place.

All school staff should be aware that safeguarding incidents can happen at anytime and anywhere and are required to be alert to any possible concerns. Above all, staff are expected to remain vigilant and to behave in such a way as to make themselves available to students who may be wishing to share or disclose concerns. Staff are also expected to actively engage with the school’s safeguarding training calendar and appraisals process.

Working alongside Newbury Hall's anti-bullying, anti-cyber bullying, and safeguarding and child protection policies, all members of staff are actively encouraged to help stop bullying and any other unacceptable behaviour by engagement or sharing concerns. Possible concerns include health and safety, fraud, unethical conduct or any other matter where the member of staff feels there is a legitimate concern. All staff should feel completely safe to do this. Members of staff raising concerns are assured of confidentiality and there will be no repercussions or disciplinary issues providing any concerns are raised in genuine good faith. If there is evidence of criminal activity then the police will in all cases be informed.

Any member of staff can contact the principal, student services manager or lead educator. If they are not satisfied that their concern is being properly dealt with, they can raise this in confidence with the proprietor. If Newbury Hall is still unable to resolve the matter satisfactorily, it is possible to contact an independent organisation that offers confidential advice – Public Concern at Work - on 0207 404 6609.

Probationary Period

All new employees will be subject to a satisfactory probationary period of approximately twelve weeks during which their progress will be monitored as described above. Reviews will then take place after which a recommendation will be discussed to establish whether employment should be confirmed, extended or terminated.

CENTRAL RECORD OF RECRUITMENT VETTING CHECKS

We will keep a fully compliant single central record of recruitment and record checks of:

- teaching staff
- administration staff
- residential staff
- proprietor

We will keep a fully compliant providers' single central record of recruitment and record checks of:

- volunteers (including the school's independent listener)
- after-school activities tutors and coaches
- transport providers
- contractors

MONITORING THE EFFECTIVENESS OF THE POLICY

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the principal.

ADDITIONAL AREAS OF IMPACT

Checking of Chair of Governors and governors p 55 - 59 Regulatory Handbook
Newbury Hall has Proprietorial oversight and there is no Board of Governors. However, Section 175 of the Education Act 2002 places a duty on the governing bodies of maintained schools, and regulations under section 157, about safeguarding pupils in Independent Schools (which include academies) requires academy

trusts to have arrangements in place to ensure that they: carry out their functions with a view to safeguarding and promoting the welfare of children; and have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make for the purpose of that section. Statutory guidance, 'Safeguarding Children and Safer Recruitment in Education', places statutory requirements on all governing bodies, which must make sure their school has policies and procedures in place and take into account any statutory guidance issued by the Secretary of State, any LA guidance and locally agreed inter-agency procedures. Educational settings have a central role to play in the early identification of any welfare concerns about an individual child, additional needs they might have and indicators of possible abuse and neglect. To be effective, all schools should work with other organisations, share and receive information about individual children in order to protect them from harm. All schools should have regard to the guidance set out in Working Together to Safeguard Children, 2013

Visiting Speakers p 65 Regulatory Handbook

Schools do not have the power to request DBS checks and barred list checks, or ask to see DBS certificates, for visitors (for example children's relatives or other visitors attending a sports day). The Principal will use his professional judgment about the need to escort or supervise visitors. Information must be obtained prior to the visit to check the person's background. The content of any presentations must be verified prior to presenting to the pupils to ensure that it is suitable. Visiting speakers must be accompanied at all times if they have not been fully checked including a DBS.

Volunteers p 65 Regulatory Handbook

Under no circumstances should a volunteer in respect of whom no checks have been obtained be left unsupervised or allowed to work in regulated activity. Volunteers who on an unsupervised basis teach or look after children regularly, or provide personal care on a one-off basis in schools and colleges will be in regulated activity. Newbury Hall will obtain an enhanced DBS certificate (which will include barred list information) for all volunteers who work in regulated activity. Newbury Hall will obtain an enhanced DBS certificate, for volunteers who are not engaging in regulated activity, but have the opportunity to come into contact with children on a regular basis, e.g. supervised volunteers.

Employers are not legally permitted to request barred list information on a volunteer who, because they are supervised, is not in regulated activity. Newbury Hall will undertake a risk assessment and use its professional judgement and experience when deciding whether to seek an enhanced DBS check for any volunteer not engaging in regulated activity. In doing so they will consider: the nature of the work with children; what the establishment knows about the volunteer, including formal or informal information offered by staff, parents and other volunteers; whether the volunteer has other employment or undertakes voluntary activities where referees can advise on suitability; and whether the role is eligible for an enhanced DBS check.

Contractors – p 66 Regulatory Handbook

The school should ensure that any contractor, or any employee of the contractor, who is to work at the school or college has been subject to the appropriate level of DBS check. Contractors engaging in regulated activity will require an enhanced DBS certificate (including barred list information). For all other contractors who are not engaging in regulated activity, but whose work provides them with an opportunity for regular contact with children, an enhanced DBS check (not including barred list information) will be required. In considering whether the contact is regular, it is irrelevant whether the contractor works on a single site or across a number of sites. Under no circumstances should a contractor in respect of whom no checks have been obtained be allowed to work unsupervised, or engage in regulated activity. Newbury Hall are responsible for determining the appropriate level of supervision depending on the circumstances. If a

contractor working at the school is self-employed, the school should consider obtaining the DBS check, as self-employed people are not able to make an application directly to the DBS on their own account. The School will check the identity of contractors and their staff on arrival at the school or college.

Adults who supervise children on work experience – p 67 Regulatory Handbook

Although Newbury Hall does not currently offer work experience opportunities, should this change then the following will apply re: Adults who supervise children on work experience. Schools and colleges organising work experience placements should ensure that policies and procedures are in place to protect children from harm. Barred list checks by the DBS might be required on some people who supervise a child under the age of 16 on a work experience placement. The school should consider the specific circumstances of the work experience, in particular the nature of the supervision and the frequency of the activity being supervised, to determine what, if any, checks are necessary. These considerations would include whether the person providing the teaching/training/instruction/supervision to the child will be: • unsupervised; and • providing the teaching/training/instruction frequently (at least once a week or on more than three days in a 30 day period, or overnight). If the person working with the child is unsupervised and the same person is in frequent contact with the child, the work is likely to be regulated activity. If so, the school could ask the employer providing the work experience to ensure that the person providing the instruction or training is not a barred person. Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. If the activity undertaken by the child on work experience takes place in a 'specified place', such as a school or college, and gives the opportunity for contact with children, this may itself be considered to be regulated activity. In these cases and where the child is 16 years of age or over, the work experience provider should consider whether a DBS enhanced check should be requested for the child/young person in question. DBS checks cannot be requested for children/young people under the age of 16.

Signed:

Alex McNish
Head of School & Education
Date: 01.02.19

Till Gins
Proprietor
Date: 01.02.19

Appendix 1: EduCare training by role


	Induction	Sep	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	
SLT	A Practical Guide to the GDPR/ Safer Recruitment in Education	Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SLT and Management/ H and S in Education: SA	Preventing Bullying	An Introduction to Child Sexual Exploitation	Child Protection in Education/ Child Neglect	The Prevent Duty	Online Safety	Female Genital Mutilation Awareness	Mental Wellbeing in Children and Young People	
Teaching Staff		Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SA	Preventing Bullying	An Introduction to Child Sexual Exploitation	Child Protection in Education/ Child Neglect	The Prevent Duty	Online Safety	Female Genital Mutilation Awareness	Mental Wellbeing in Children and Young People	
Residence / Welfare Staff	An Induction to Boarding	Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SA	Preventing Bullying	An Introduction to Child Sexual Exploitation	Child Protection in Education/ Child Neglect	The Prevent Duty	Online Safety	Female Genital Mutilation Awareness	Mental Wellbeing in Children and Young People	
Facilities Staff	Moving and Handling	Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SA			Child Protection in Education	The Prevent Duty				
Admin Staff	A Practical Guide to the GDPR	Safeguarding Young People			H and S in Education / H and S in Education: SA		An Introduction to Child Sexual Exploitation	Child Protection in Education	The Prevent Duty				
Kitchen Staff	Food Hygiene and Safety	Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SA			Child Protection in Education					
Gap Year Assistants	An Induction to Boarding / A Practical Guide to the GDPR	Safeguarding Young People		Fire Safety in Education	H and S in Education / H and S in Education: SA	Preventing Bullying	An Introduction to Child Sexual Exploitation	Child Protection in Education/ Child Neglect	The Prevent Duty	Online Safety	Female Genital Mutilation Awareness	Mental Wellbeing in Children and Young People	