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Islamia Girls School/Brondesbury College “The School”

Safeguarding Children & Safer Recruitment in Education Policy

**CONTENTS**

| <b>CLAUSE</b> |  | <b>PAGE</b> |
|---------------|--|-------------|
| 1             | INTRODUCTION.....                              | 2           |
| 2             | RECRUITMENT AND SELECTION PROCESS.....         | 2           |
| 3             | ADVERT.....                                    | 2           |
| 4             | APPLICATION FORMS.....                         | 2           |
| 5             | SHORTLISTING.....                              | 2           |
| 6             | IDENTITY.....                                  | 2           |
| 7             | CHILDREN'S BARRED LIST .....                   | 2           |
| 8             | DBS DISCLOSURE .....                           | 2           |
| 9             | QUALIFICATIONS .....                           | 3           |
| 10            | PROFESSIONAL AND CHARACTER REFERENCES.....     | 4           |
| 11            | PREVIOUS EMPLOYMENT HISTORY .....              | 4           |
| 12            | HEALTH.....                                    | 4           |
| 13            | RIGHT TO WORK IN THE UK.....                   | 4           |
| 14            | PFI AND OTHER CONTRACTORS .....                | 4           |
| 15            | LIST OF PRE-EMPLOYMENT CHECKS CARRIED OUT..... | 4&5         |
| 16            | SINGLE CENTRAL REGISTER .....                  | 5           |

**1. Introduction**

Safeguarding children is the School's responsibility and good safeguarding practice must be built in to routine procedures and practice. One of the most important areas where this occurs is within recruitment and vetting of people who have contact with children.

This policy details the checks that will have to be carried out by the School.

**2. Recruitment and Selection Process**

Potential applicants are made aware about the school's commitment to recruit suitable people.

Those involved in the recruitment and employment of staff to work with children must have received the appropriate Safer Recruitment Training. This is checked by the Trust.

A culture of Safeguarding has been created by the Trust to promote the welfare of the students. Therefore, stronger recruitment procedures that deter and prevent people who are unsuitable to work with children from applying for or securing employment or volunteering opportunities at the school are in place.

**3. Advert**

All jobs roles have a detailed Job Description; this includes the skills, abilities, experience, attitude and behaviours required for the post alongside the Job Advert.

Job Roles advertised includes the Safeguarding Requirements for the role if engaged in regular contact with students and to what extent the role involves contact with the students.

**4. Application Forms**

Application Forms have Rehabilitation of Offenders Act/Disclosure of Criminal Record.

A Curriculum Vitae is not accepted as an Application Form

Application Forms must have all personal details, details of present/last employment and reason for leaving; full employment history, qualifications, reference/referee details and a statement of personal qualities and experience that the applicant believes are suitable for the role advertised and how they meet the person specification.

**5. Short Listing**

Shortlisted candidates are asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

**6. Identity**

The School must hold proof of identity such as a birth certificate, driving licence, or passport combined with evidence of address.

Some form of photographic identity should be seen except where for exceptional reasons none is available.

The proof should include name, date of birth, address and photographic identity.

If a teacher or worker is provided by a third party, such as an employment business or agency, we must check that the person who comes is the person referred by the agency by carrying out above identity checks.

**7. Children's Barred List**

Children's Barred List checks must be undertaken by all staff.

They are usually completed as part of DBS enhanced disclosure.

A separate Children's Barred List check will not be required unless the DBS Disclosure is outstanding.

**8. DBS Disclosures**

All permanent staff must have enhanced DBS checks.

All newly appointed School staff must obtain an Enhanced DBS Disclosure.

A newly appointed member of staff is anyone that has not worked in close contact with children within the three months before his or her appointment. (A barred list check must be obtained in this case)

A new DBS Disclosure is not required when someone moves School or local authority (within 3 months). A barred list check is required in this case.

Ideally, where a DBS disclosure is required, it will be obtained before an individual begins work.

For any supply staff that come to the School, written notification will be obtained from the agency indicating whether relevant DBS Disclosures have been requested for that individual, whether or not the DBS Disclosure has been received, and if received, whether it included any disclosed information.

In the case that the DBS Disclosure indicates any cause for concern for or employed staff, the member of staff will be immediately withdrawn from the school.

**9. Qualifications**

Checks will be carried out to ensure that all staff have actually obtained all qualifications legally required for the job and claimed in their application by requesting a relevant certificate or diploma.

These qualifications amongst others may include Qualified Teacher

Status, National Professional Qualification for Headship, registration with the GTC and medical fitness requirements.

**10. Professional and Character References**

All staff must be able to provide up to two professional references.

All references will be sought directly from the referee.

On receipt references will be checked to ensure that all specific questions have been answered satisfactorily.

**11. Previous Employment History**

Enquires in to previous employment must be made and satisfactory explanations will be sought for any gaps in employment history.

**12. Health**

Checks will be carried out in to the physical and mental fitness of all staff before an appointment offer is made.

**13. Right to work in the UK**

Checks will be carried out to confirm the right of those we employ to work in the UK.

**14. PFI and Other Contractors**

PFI contract staff, for example caretakers and catering staff, must be checked by the contractor in the same way as School employees.

**15. List of pre-employment checks carried out**

Photographic ID (+ Birth certificate)

Proof of address

Proof of NI number

Proof of qualifications

Prohibition from teaching check  
Section 128 direction check (for management positions)  
GTCE sanctions check  
Children's barred list check (usually included in DBS check)  
Enhanced DBS  
If required, an overseas check will be carried out  
Right to work in the UK  
Medical check (mental and physical fitness)  
References

## **16. Single Central Register**

The School has a central register of recruitment and vetting checks carried out for all staff, volunteers, contractors, supply staff, proprietors and trustees.

The register records the checks that are carried out or certificates obtained, and the date on which the checks were completed.

*Please refer to the Schools Internal Procedures for a more detailed instruction.*

*This Policy should be read in conjunction with the Schools Child Protection Policy.*

