



St John's Priory School
Banbury, Oxon

Safeguarding Children – Safer Recruitment Policy and Procedures

For Prep School and Early Years Foundation Stage

St John's Priory School

St John's Priory school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential

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Applies to:

- Whole School including all other activities provided by the school, inclusive of those outside of the normal school hours;
- All staff (teaching and support staff), students on placement, the proprietor and volunteers working in the school.

Objectives:

- to help deter, reject and identify people whether they are paid staff, volunteers or contractors, who might be unsuitable to work with children by having thorough recruitment procedures and pre-employment vetting for appointing all staff;
- to operate such procedures consistently and thoroughly whilst obtaining, collating, analysing and evaluating information from and about applicants and
- to seek to ensure an ongoing safe and secure environment for children by ensuring all staff are suitably trained in recognising and responding to signs of abuse.
- To appoint the staff who are best-suited to the post available.

Availability:

This policy is made available to staff on the shared drive and on request a copy may be obtained from the School Office

Success Criteria:

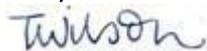
- Low/no incidence of safeguarding issues relating to staff.
- Safe and happy pupils.
- High academic achievement.
- No person who has not been checked through a criminal records check to have unsupervised contact with children at St Johns Priory School.

Monitoring and Review:

- This policy will be subject to continuous monitoring, refinement and audit by the Headmistress.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed:

Tracey Wilson



Headmistress

Giorgio Mystowski

Proprietor

September 2019

Introduction

St John's Priory School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School is also committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who shares this commitment. Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy

Our School fully recognises its responsibilities with regard to safer recruitment. We therefore comply with the detailed provisions concerning the safeguarding of children and safer recruitment in education. This includes the necessity for our Proprietor to ensure that our School operates a safe recruitment procedure that is compliant with the current *Independent School Standards Regulations*. The health, safety and welfare of all our children are of paramount importance to all the adults who work in our School.

Recruitment Procedure

- A need is identified for a new post or through the resignation of an existing member of staff.
- The role profile is reviewed or produced in discussion with relevant staff.
- An advertisement is devised and placed on the Oxfordshire County Council Teaching and School Support vacancies website, Indeed and also St John's Priory School website. The advertisement will contain a statement about employer's commitment to safeguarding and promoting the welfare of children and the need for an enhanced disclosure via the Disclosure and Barring Service (DBS).
- Role Profiles will be sent out together with a brief outline of the school to interested parties along with the safeguarding policy. The role profile will include the need for a satisfactory DBS disclosure. This will set out the extent of the relationships and contact with children and the degree of responsibility for children involved in the post. It will also include a statement about the safeguarding responsibilities of the post and make reference to suitability to work with children.
- Applicants are asked to submit a curriculum vitae and a covering letter, with a completed application form and the names of two referees who can be contacted prior to interview.
- Referees will be written to for short-listed candidates. For safeguarding purposes, the following is inserted: We would like to remind you that the reference should include no 'material misstatement or omission relevant to the suitability of the applicant'. One reference must be from the most recent employer. Where possible at least one reference must come from a previous employer where the role involved working with children. Referees will be asked if they are aware of any behaviour that might give rise to concern. They will also be asked about allegations about their behaviour towards children or any disciplinary action current, spent or pending. The main referee may also be contacted by telephone to verify the reference given.
- A short list of candidates will be drawn up based on the application criteria. A minimum of two people will be involved in this process, short-listing criteria will be applied equally. Disclosed information will not be used as part of the short-listing criteria.
- Short-listed candidates will be invited to an interview where they will have an opportunity to see the school and to meet key staff. The protocol for interviewing prospective staff is outlined in Appendix 1. Shortlisted candidates will be required to bring to interview: proof of identification and right to work in the work, and evidence of relevant qualifications, including Qualified Teacher Status if they have it.
- The post will normally be offered by telephone within 24 hours and salary agreed. Arrangements will be made for the successful candidate to complete an application for an enhanced DBS disclosure at this stage, unless they are registered on the DBS update service.

- The following checks will be completed prior to the new employee's first day of work:
 - o Barred list/List 99;
 - o Enhanced criminal record check;
 - o Where appropriate, overseas police and EEA professional sanctions checks in line with guidance from DfE and ISI;
 - o Prohibition from teaching check using SCR online, for all teachers, including sports coaches and visiting music teachers, and any teaching assistants who may have teaching responsibility;
 - o Section 128 Check - Prohibition from management check for any appointment as a Head, Head of Department or to the Senior Management Team, including governors/trustee's, internal appointments;
 - o At least two references, one of which has been verified by telephone;
 - o Disqualification from childcare for all appointments which may have responsibility for early years or childcare for those under eight in before- and after-school settings;
 - o Declaration of medical fitness.
- Any candidate whose DBS disclosure shows they have been disqualified from working with children or who has provided false information in support of their application or for whom there are serious concerns about their suitability to work with children will be reported to DBS.
- NQTs will be appropriately inducted and, along with all new staff, will be provided with a mentor.
- The school is committed to the continuous professional development of its entire staff and responsibility for this area lies with the Head.

Staff Qualification and Training

It is critical that everybody working with children receives regular safeguarding training and stays up to date with new developments, courses and resources. All new staff receive induction training to help them understand their roles and responsibilities. This training includes information about emergency evacuation, in house safeguarding training, child protection, equality and health and safety. We support staff to undertake appropriate training and professional development. All new staff have a mentor who will help them understand this policy as well as the school's safeguarding policy.

- Our Early Years Foundation Stage (Reception and Nursery) is led and managed by our Head of EYFS, who holds Qualified Teacher Status (QTS). In her absence the Head acts as deputy.
- Our Nursery class is led by a member of staff with a Degree in Early Years Education.
- Our Reception class is led by a member of staff with QTS.
- All other classes are led by members of staff with QTS.

Disclosure

We ask all staff to complete an annual disclosure form. They are required to disclose:

- Any convictions, court orders, reprimands and warnings that may affect their suitability to work.
- Any long term medication/treatment being taken.

Disqualification

If we become aware of any relevant information that may lead to the disqualification of a member of staff, we will take appropriate action to ensure the safety of our children. We will notify the Designated Officer within 14 days.

- In the event of a member of staff being disqualified, we will not continue to employ that person in work from which they are disqualified or allow them to manage such work and will notify DBS (see below).

Notifications to Disclosure and Barring Service

We will notify DBS of any significant event which is likely to affect the suitability of any person working at St Johns Priory School. As we are not a registered provider, we are not required to notify OfSTED. We will supply DBS with all relevant information including:

- Details of any order, determination or conviction
- Date of the above

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- Name of body or court
- Certified copy of the relevant order



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Appendix 1

Safer recruitment protocol for interviewing prospective staff

1. Candidates will be interviewed by an interview panel composed of at least two people who will have been briefed about the selection process. At least one member of the interview panel will have completed safer recruitment training. The structure of the questions asked will be agreed in advance of the interview.
2. Interview questions will avoid hypothetical questions and focus on experiences. All candidates will be asked questions that explore:
 - a. Motives, attitudes and behaviour towards young people.
 - b. Emotional resilience working with challenging behaviours.
 - c. Attitudes to the use of authority and maintaining discipline.
 - d. Ability to form and maintain appropriate relationships and personal boundaries with young people.
3. All candidates for an academic post will be asked to teach and will be observed.
4. Candidates may be interviewed by pupils in which case they will use agreed questions and feed back to the Head.
5. Following the selection process the Head and interview panel will use all feedback and the interview template to assess which candidate best meets the assessment criteria.