



## HEATH HOUSE PREPARATORY SCHOOL

### Safe Recruitment of Staff Policy

This policy applies to all adults and children involved in the following year groups at Heath House: EYFS, Year 1, Year 2, Year 3, Year 4, Year 5 and Year 6. This policy has regard for *Keeping Children Safe in Education* (September 2016) (KCSIE), and links to the school's Child Protection Policy.

At Heath House Prep School we are vigilant in our recruitment procedures aiming to ensure all people working with children are qualified and suitable to do so. We follow this procedure each and every time we recruit a new member to join our team.

#### Advertising

Mrs Elena Laslett-Shaw, School Bursar, is trained and qualified in Safer Recruitment in Education as certified by the Children's Workforce Development Council.

We use reputable teaching agencies to advertise for any vacancies, such as Reeson Education, Tempest Resourcing, Protocol Education and Harris Hill Independent Schools Agency.

#### Interview stage

- We shortlist all suitable candidates against a preset specification and ensure all applicants receive correspondence regardless of whether they are successful in reaching the interview stage or not;
- All shortlisted candidates will receive a job description, a person specification, an equal opportunities monitoring form and a request for identification, prior to the interview
- The Head Teacher and a senior member of staff will both sit on the interview panel and are both involved in the overall decision making;
- At the start of each interview all candidates' identities will be checked using, for example, their passport and/or photo card driving licence. All candidates will be required to prove they are eligible to work in the UK;
- All candidates reaching the interview stage are questioned using the same set criteria and questions. These are formulated around specific areas of education, including safeguarding the children in their care, planning suitable activities to enhance the child's development and their understanding of the legal frameworks applied to education used at school. The questions will be value based and will ensure the candidate has the same values as the school with regards to the safety and welfare of the children in their care;
- Each shortlisted candidate will be asked to take part in a trial day which will involve spending time with a particular age group in the school teaching and interacting with the children and staff;

- The Head Teacher and a senior member of staff will then select the most suitable person for this position based on their trial day and their knowledge and understanding of primary education as well as the needs of the school;
- Each candidate will receive communication from the school stating whether they have been successful or not.

### Starting work

- The successful candidate will be offered the position subject to at least two satisfactory references from previous employment including the most recent employer or in the case of a newly qualified teacher their tutor and a personal or professional reference (e.g. their GP). These references will be taken up BEFORE employment commences. This may be verbal initially (a record is made of the conversation) and then followed up with a written reference which will form part of their personnel file;
- All new teachers or other staff will be subject to an enhanced DBS (Disclosure Barring Service) check including a barred list check whether they currently hold an enhanced DBS check or not. This will be initiated before the member of staff commences work at the school and they will not have **unsupervised** access to any child or their records before this check comes back clear. A List 99 check, risk assessment and arrangements made for supervision will be put in place as a temporary measure if the DBS check is delayed. Further to this, the taking of photographs of any child, and looking at their learning and development records, will not be undertaken by any new member of staff without an up to date enhanced DBS (whether supervised or not);
- The appropriate checks will be carried out, and copies taken for personnel files, to confirm:
  - The person's identity;
  - The person's medical fitness;
  - The person's right to work in the UK;
  - The person's qualifications;
- Where appropriate, a European Economic Area (EEA) check will be carried out. Overseas police clearance will be obtained for any member of staff that is a non-UK national;
- All new members of staff will undergo an intensive induction period during which time they will read and discuss the school policies and procedures and receive a mentor who will introduce them to the way in which the school operates;
- During their induction period all new staff will receive training on how to safeguard children in their care and follow the Child Protection Policy and procedure;
- During the induction period new staff members will receive training to help them understand their roles and responsibilities. Induction training will include information about emergency evacuation procedures, safeguarding and child protection procedures, the whistleblowing procedure, the school's Inclusion and Equality Policy, and health and safety issues;
- The new member of staff will receive regular meetings with the Head Teacher during their induction period to discuss their progress;
- All members of new staff are employed on a probationary basis for one term. After this time, the contract is reviewed.

## Ongoing support and checks

- All members of staff will update a medical questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties;
- All staff are responsible for notifying the Head Teacher in person should any circumstances arise that may affect their suitability to work with children. This will include any incidents occurring outside the school. Staff will face disciplinary action should they fail to notify the Head Teacher in a reasonable timescale; All staff must complete the disqualification by association declaration;
- Each member of staff will receive two meetings a year with the Head Teacher, a formal appraisal and a more informal review. This will provide an opportunity for the Head Teacher and member of staff to discuss potential training needs for the following six months as well as discuss their performance in the previous six months.

For further information about staff training and development please see the Staff Development and Training Policy and the Staff Handbook.

Please see the Supervision of Staff Policy, the Child Protection Policy, and the Staff Code of Conduct Policy.

Internal use only

<b>Last reviewed</b>	14 March 2017
	22 November 2016
	22 September 2016
	14 September 2016
	1 March 2016
<b>Date for review</b>	14 March 2018