



Ashton House School

## **Safe Employment Policy**

**1.5**

|                                   |  |
|-----------------------------------|--|
| <b>Policy Title:</b>              | <b>Safe Employment Policy</b>  |
| <b>Version:</b>                   | 1.5  |
| <b>Policy Summary:</b>            | <b>This policy sets out the processes the school including the EYFS setting will adhere to in the appointment of staff inc. agency staff and volunteers</b>  |
| <b>Policy Owner:</b>              | Headteacher  |
| <b>Relevant to:</b>               | All staff, volunteers, contractors and service providers.  |
| <b>Date introduced:</b>           | November 2016  |
| <b>Next review date:</b>          | July 2022  |
| <b>Related School Documents:</b>  | <ul style="list-style-type: none"> <li>• Standard Application Form</li> <li>• Health Check Form</li> <li>• Standard Offer Letter</li> <li>• Single Central Register</li> <li>• Safeguarding Policy</li> <li>• Health &amp; Safety Policy</li> </ul>  |
| <b>Date(s) modified/reviewed:</b> | <p>1<sup>st</sup> February 2017 – modification made to Step 8 following ISI visit recommendations (KH)<br/> Reviewed November 2017</p> <p>12<sup>th</sup> July 2018 – Policy summary amended to include words ‘including EYFS setting’ KCSIE 2016 references amended to KCSIE 2018<br/> Reviewed February 2019 – Formatting changes made (font), removal of clauses pertaining to ‘Disqualification by Association’ restrictions.</p> <p>14<sup>th</sup> March 2019 – clauses added pertaining to the retention of copies and checks made of successful candidates, on recommendation from ISI inspectors. (KH)<br/> Reviewed July 2020</p> <p>24<sup>th</sup> July 2020 - Policy summary amended to include words ‘including EYFS setting’ KCSIE 2016 references amended to KCSIE 2019 and 2020</p> |

|  |   |
|--|---|
|  | 24 <sup>th</sup> July 2020 – added clause pertaining to use of online application forms from recruitment sites. |
|--|---|

# **SAFE EMPLOYMENT POLICY AT ASHTON HOUSE**

## ***(Safe Recruitment)***

### **Introduction**

The school and EYFS setting employs 'safe' people; those who have been awarded a position on merit have been subject to a rigorous recruitment and selection process, including a number of pre-employment checks that provide the school with the ability to assess the individual's suitability for working with children. The school and EYFS setting employs staff members with a high level of expertise who meet the ethical and cultural ethos of the school and can demonstrate that they are committed to the mission of the school.

### **Reference to Legislation and Guidance**

- The Education (Independent School Standards) Regulations 2014
- Keeping children safe in Education (2019) and (2020, due to come into force September 2020)
- Working Together to Safeguard Children (2015)
- Safeguarding Vulnerable Groups Act (2006)
- Protection of Freedoms Act (2012)
- Disqualification under the Childcare Act (2006)
- Disclosure & Barring Service (DBS) Regulation of Independent Schools (December, 2013) (DfE)

### **Scope of This Policy**

As a consequence of the size of the school, it is assumed for the purposes of this policy, that all employed individuals, including those sourced from an employment agency and service providers who deliver services on behalf of the school are engaged in 'regulated' activity (see definition below). Therefore, this policy applies to all individuals within these groups.

Volunteers (including visiting speakers) and contractors engaged to undertake a defined task within the school are not deemed to be engaged in regulated activity. The school's approach to managing volunteers is set out at the end of this policy, the management of contractors is included within the School's Health and Safety Policy.

### **Regulated Activity**

Regulated activity includes:

- a) Teaching, training, instructing, caring for (see (c) below) or supervising children if the person is unsupervised, or providing advice or guidance on well-being, or driving a vehicle only for children,

- b) work for a limited range of establishments (known as 'specified places', which include schools and colleges), with the opportunity for contact with children, but not including work done by supervised volunteers;

Work under (a) or (b) is regulated activity only if done regularly. Some activities are always regulated activities, regardless of their frequency or whether they are supervised or not.

This includes:

- c) relevant personal care, or health care provided by or provided under the supervision of a health care professional:
  - personal care includes helping a child, for reasons of age, illness or disability, with eating or drinking, or in connection with toileting, washing, bathing and dressing;
  - health care means care for children provided by, or under the direction or supervision of, a regulated health care professional.

Source: Keeping Children Safe In Education, Department for Education (2020)

## **The Recruitment and Selection Process**

The way in which Individuals are recruited and selected to be employed at Ashton House School and EYFS follows a clear process:

### **STEP 1: Authorisation**

All posts must be authorized by the Proprietor prior to advertisement. A recruitment file will be created within which will be held a note of the authorization, a copy of the advertisement and a copy of the job description which defines the purpose, duties and responsibilities of the post and a person specification

The recruiting manager is responsible for creating a job description and person specification or where one already exists, for reviewing and where necessary amending the document.

The Proprietor is responsible for signing off the advertisement, job description and person specification to confirm that all elements meet the requirements of this policy. A note of this will be retained in the recruitment file.

### **STEP 2: Advertisement**

The school advertises a position that is vacant (or soon will be) in the local media and on the school web site. The advertisement broadly describes the position that is available. It will carry the following wording: **'Ashton House School and EYFS Dept is committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to an enhanced DBS clearance, checks of identity, qualifications and**

**employment history (to include an exploration of any gaps within employment) and two satisfactory references.'**

Applicants must contact the School and request an Application Pack which includes the standard application form, job description and person specification. Alternatively, an applicant having viewed the job description and person specification may complete an online application form from a recruitment site e.g Eteach/TES

### **STEP 3: Receiving Applications**

Applicants must submit their completed Application pack according to the prescribed time line in the application pack. Applications received after the specified time line expires will not normally be included in the process, unless the applicant can demonstrate that the delay caused was not within their control. All applications will be retained on file for a period of at least six months following the completion of the application process.

A CV will not be accepted as a means of application. All applicants must complete a standard application form and must complete all sections of the form. A CV may be submitted as supporting evidence for an application.

On the Standard Application, two (2) referees must be nominated (one of whom must know the applicant in a professional capacity, one being the current or most recent employer).

### **STEP 4: Shortlisting**

Short listing will be based on the selection criteria which assess the candidate's qualifications, skills, experience, knowledge, aptitudes and abilities.

Applications are short listed on the basis of the Standard Application Form by the Head Teacher and one other member of the school management team. A record of the criteria used and judgements made will be retained in the recruitment file.

Applicants judged not to meet the shortlisting criteria are informed in writing and they are encouraged to seek feedback from the Head Teacher so that their application process may be improved.

### **STEP 5: References**

The references of **all shortlisted candidates** (including internal applicants) will be requested prior to the next stage of the process commencing. Candidates must provide three referees, with at least two being from a previous employer or professional relationship and in the case of candidates for a teaching post that must be their current or most recent school or college employer.

Candidates who are unable or unwilling to provide the required references will not be progressed to the next stage of the selection process.

So called 'open' references will not be accepted under any circumstances

All references will be retained within the recruitment file for a period of at least six months following the completion of the application process.

#### **STEP 6: First Interview**

Candidates who have been short listed for the position will be invited to attend the School for an initial interview. The interview will be conducted by a panel of at least two members of school staff, with at least one of the panel members having undergone safer recruitment training. A note of the panel members will be recorded in the recruitment file.

Candidates will requested to provide original versions of documents to confirm their identity and their professional qualifications. Copies of all documents will be made, annotated as 'true copies of the original' and retained within the recruitment file for a period of at least six months following the completion of the application process or, in the case of the successful candidate, will be held permanently in the personnel files and be retained according to statutory retention periods. These are currently the year employment ends plus seven years.

During the interview the candidate's employment history will be thoroughly examined to ensure that information provided is not contradictory or incomplete. Candidates will also be assessed for their suitability for working with children.

A record of the candidate's responses to questions, tasks and activities will be retained in the recruitment file for a period of at least six months following the completion of the application process or, in the case of the successful candidate, will be held permanently in the personnel files and be retained according to statutory retention periods. These are currently the year employment ends plus seven years.

A Pre-employment Health checklist will be issued to all candidates.

Candidates judged not to meet the job description and person specification criteria at this stage are informed by telephone and offered feedback from the Headteacher so that their application process may be improved.

#### **STEP 7: Second Interview**

Any candidate deemed suitable for the post as a result of successfully completing the previous stages will be requested to attend a second interview and in the case of a teaching post will be required, as part of the selection process, to teach a lesson.

The interview will be conducted by a panel of at least two members of school staff, with at least one of the panel members having undergone safer recruitment training. A note of the panel members will be recorded in the recruitment file.

A record of the candidate's responses to questions, tasks and activities will be retained in the recruitment file for a period of at least six months following the completion of the application process or, in the case of the successful candidate, will be held permanently in the personnel files and be retained according to statutory retention periods. These are currently the year employment ends plus seven years.

Candidates judged not to meet the job description and person specification criteria at this stage are informed by telephone and offered feedback from the Headteacher so that their application process may be improved.

The candidate judged to be suitable for employment will be informed by the Headteacher by telephone of an initial offer of employment. This offer will be confirmed in writing within seven days of the completion of the second interview. The confirmation letter will clearly state that the offer of employment is subject to the candidate completing pre-employment checks to the satisfaction of the school.

#### **STEP 8: Pre-employment Checks**

Following the acceptance of an offer of employment by the candidate, the following pre-employment checks will be commenced and completed and retained on file and recorded on the Schools Single Central Register (SCR) prior to the individual commencing employment.

##### **All Posts**

- Verification by telephone of the authenticity of the candidate's references.
- An Enhanced Disclosure and Barring Service (DBS) check.
- A barred list check must be done separately if the DBS has not arrived before the start of employment or if a DBS check from another organization is accepted. Ashton House School, and EYFS setting, will accept a DBS certificate issued as a result of previous employment with the proviso that there is not more than 3 months between the conclusion of that employment and the commencement of employment at AHS.
- An overseas Police check, EEA check, Certificate of Good Conduct if the candidate has worked outside of the UK.
- Confirmation of the candidate's right to work in the UK.
- Completion of the Pre-employment Health checklist

##### **EYFS Posts**

- Disqualification Confirmation  
The School is required to ensure that all staff working or directly concerned in the management of Early Years settings (children aged 0-5 years), including reception



and out of hours school care for children up to eight years of age are not “disqualified” from working within such a setting.

### **Teaching Posts**

- Confirmation that the candidate is not prohibited by the Secretary of State from teaching.

### **Management Posts**

- Confirmation that the candidate is not subject to a section 128 direction made by the Secretary of State.

The school does not employ people who:

- Are on the DBS list of barred people.
- Have been cautioned or convicted of offences of a violent or sexual nature (in the UK or abroad).
- Have been refused or have cancelled registration relating to childcare or any work in relation to children (including sports coaching).
- Are prohibited from teaching or management.
- Do not meet the Fitness to Teach Criteria.

**A candidate’s employment will not commence until such times as all the relevant checks have been completed to the satisfaction of the school.** Copies of all documents will be made, annotated as ‘true copies of the original’ and will be retained permanently in the personnel files and be retained according to statutory retention periods. These are currently the year employment ends plus seven years. Should a candidate fail to complete the required checks, the offer of employment will be withdrawn.

### **STEP 9: Communication**

The name of the successful candidate will be communicated to the school and the wider school community through normal school channels.

### **STEP 10: Probationary Period**

If the staff member is successful in the probationary phase, then the normal performance management process will commence. If a newly appointed staff member is unsuccessful following the probationary period (usually 12 months), that person will have their appointment terminated.

## **Existing Staff, Agency Workers, Volunteers and Service Providers**

### **Existing Staff**

The school retains the right to undertake the checks prescribed above on existing members of staff, if the school has a concern about their suitability for working with children.

The school has a legal duty to refer to the Disclosure and Barring Service anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult; where the harm test is satisfied in respect of that individual; where the individual has received a caution or conviction for a relevant offence, or if there is reason to believe that the individual has committed a listed relevant offence; and that the individual has been removed from working (paid or unpaid) in regulated activity, or would have been removed had they not left. The DBS will consider whether to bar the person. Referrals should be made as soon as possible after the resignation or removal of the individual.

### **Agency Workers**

The school will require any provider of temporary staff to provide written confirmation that the required pre-employment checks, as prescribed above, have been completed by the provider prior to the engagement of any agency worker.

The provider must make available evidence of these checks being satisfactorily completed on request of the school.

Confirmation from the provider will be retained in a separate agency workers file and recorded on the School's SCR.

On commencement of their employment with the school, the individual's identity will be checked and a copy retained on file.

### **Volunteers**

All volunteers will be subject to supervision by a member of school staff at all times whilst they are involved in school activity. This includes both on-site and off-site activity. Volunteers will be treated as visitors and must provide confirmation of their identity and sign-in and sign-out of the school and should always wear a visitor's badge whilst engaged in school activity.

The Music teacher is the supervising officer of the contracted music specialist teachers. The Head is the supervising officer for the contracted drama and foreign language specialists.

Class teachers are responsible for the monitoring of volunteers and in particular volunteer Teaching Assistants. Volunteers (such as visiting speakers or those accompanying students on outings) must not be able to work with students by themselves but always have supervision by a teacher.

The school reserves the right to undertake the prescribed pre-employment checks on any volunteer as a result of concerns about a volunteer or if the volunteer is engaged in frequent or regular activity in the school.

### **Service Providers**

The school will require any service provider to provide written confirmation that the required pre-employment checks, as prescribed above, have been completed by the provider on all staff that will be servicing the school, prior the commencement of any service contract.

Should the service provider vary the staff that are fulfilling the contract, written confirmation will be required for all staff, prior to them commencing at the school.

The provider must make available evidence of these checks being satisfactorily completed on request of the school.

Confirmation from the service provider will be retained in a separate service contract providers file and recorded on the School's SCR.