



King's College School
The British School of Madrid

La Moraleja

Safer Recruitment Policy

Introduction

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. King's College School, La Moraleja is committed to safeguarding and promoting the welfare of all pupils in its care. As an employer, the School expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Keeping Children Safe in Education (September 2016), The Independent Schools Standards Regulations 2014, and the Safeguarding Vulnerable Groups Act 2006 the school takes very seriously its duty of care for all pupils. In order to help safeguard and promote the welfare of all its pupils the School is committed to a thorough and consistent Safer Recruitment Policy.

Aims and Objectives

The aim of the Safer Recruitment policy is to help deter, reject or identify people who might abuse pupils or are otherwise unsuited to working with them by having appropriate procedures for appointing staff.

The School has a principle of open competition in its approach to recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the School based on the applicant's abilities, qualification, experience and merit as measured against the job description and person specification.

The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation.

If a member of staff involved in the recruitment process has a close personal or familiar relationship with an applicant they must declare it as soon as they are aware of the individual's application and avoid any involvement in the recruitment and selection decision-making process.

The policy objectives are to operate this procedure consistently and thoroughly while obtaining, collating, analysing and evaluating information from and about applicants applying for vacancies at King's College School, La Moraleja.

Throughout your employment at the School, all staff are expected to disclose any convictions, cautions, court orders reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment at the School).



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Roles and Responsibilities

It is the responsibility of the governing body to:

Ensure the school has effective policies and procedures in place for recruitment of all staff and volunteers in accordance with Department for Education (DfE) guidance and legal requirements.

- Monitor the school's compliance with them.

It is the responsibility of the Headteacher, and other Senior Leaders involved in recruitment to:

- To ensure that two members of the interview panel are Safer Recruitment trained
- Ensure that the school operates safe recruitment procedures and makes sure all appropriate checks are carried out on all staff and volunteers who work at the school.
- To monitor contractors' and agencies' compliance with this document.
- Promote welfare of children and young people at every stage of the procedure.

In accordance with the School Staffing Regulations, the governing body has delegated responsibility to the Head (teaching staff) and HR department to lead in all appointments. All appointments are reported to the Governing Body.

Volunteers

As a volunteer you may be required to apply for the Disclosure Barring Service (DBS) check. Usually this will be when you are volunteering for an opportunity that requires working in a regulated activity (i.e. frequent or regular and unsupervised) or providing personal care. This is government run service that checks whether you have a Criminal Record or are on the DBS Barred List. The DBS barred list holds the names of people that the Disclosure and Barring Service have deemed unfit to work or volunteer with children or adults (there is a separate list for adults and children). The School will determine the level of checks required according to their role. Other checks that maybe carried out are: identity, qualifications, Overseas check (including EEA where appropriate), Prohibition from Management and references.

Definition of Regulated Activity and Frequency

Regulated activity for children is unsupervised activities on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on well-being or driving a vehicle with children as passengers. Frequent is once a week or more on an ongoing basis or four or more time in a single month or overnight.



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Visiting Speakers

Clear protocols are in place when visiting speakers are invited by staff or pupils into the School and are suitably and appropriately supervised at all times.

Recruitment and Selection Procedure

Advertising

To ensure equality of opportunity, the school will advertise all vacant posts to encourage as wide a field of applicant as possible; normally this entails an external advertisement.

Any advertisement will make clear the school's commitment to safeguarding and promoting the welfare of children.

All documentation relating to applicants will be treated confidentially in accordance with the Data Protection Act (DPA).

Application Forms

King's College School, La Moraleja, uses its own application form and all applicants for employment will be required to complete an application form containing questions about their academic and full employment history and their suitability for the role (in addition all applicants are required to account for any gaps or discrepancies in employment history).

The application form will include the applicant's declaration regarding convictions and working with children, and will make it clear that the post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Curriculum Vitae will not be accepted as an application form. The application form also informs applicants that any offer of employment is subject to certain conditions being met.

All applicants will be made aware that providing false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and other professional regulatory bodies (e.g. National College for Teaching and Leadership; Disclosure and Barring Service).

Job Descriptions and Person Specifications

A job description is a key document in the recruitment process, and must be finalised prior to



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taking any other steps in the recruitment process. It will clearly and accurately set out the duties and responsibilities of the job role.

The person specification is of equal importance and informs the selection decision. It details the skills, experience, abilities and expertise that are required to do the job. The person specification will include a specific reference to suitability to work with children.

References

References for short listed applicants will be requested in advance of an interview. The only exception is where an applicant has indicated on their application form that they do not wish their current employer to be contacted. In such cases, this reference will be taken up immediately after interview and prior to any formal offer of employment being made. Two professional/character references must be provided. These will always be sought and obtained directly from the referee and their purpose is to provide objective and factual information to support appointment decisions. Any discrepancies or anomalies will be followed up by direct contact by phone or face-to-face with each referee to verify the reference.

All referees will be asked whether they believe the applicant is suitable for the job for which they have applied and whether they have any reason to believe that the applicant is unsuitable to work with children.

Referees will also be asked to confirm that the applicant has not been radicalised so that they do not support terrorism or any form of "extremism". In doing so the school will always have regard to the Prevent Duty Guidance and the definition of "extremism" set out in Keeping Children Safe In Education which states:

"Extremism" is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.

We also include in our definition of extremism calls for the death of members of our armed forces, whether in the Country or overseas. Terrorist groups very often draw on extremist ideas developed by extremist organisations".

The School does not accept open references, testimonials or references from relatives.

Interviews

There will be a face-to-face interview wherever possible, and the same panel will see all the



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applicants for the vacant position. The interview process will explore the applicant's ability to carry out the job description and meet the person specification. It will enable the panel to explore any anomalies or gaps have been identified in order to satisfy themselves that the chosen applicant can meet the safeguarding criteria (in line with the Safer Recruitment Training).

Any information in regard to past disciplinary action or allegations, cautions or convictions will be discussed and considered in the circumstance of the individual case during the interview process.

At least one member of any interviewing panel will have undertaken safer recruitment training or refresher training as applicable.

Proof of Identity, Right to Work in Spain & Verification of Qualifications and/or professional status

All applicants invited to attend an interview at the School will be required to bring at least 3 identification documents as proof of address/identity/eligibility to work in accordance with the DBS Code of Practice Regulations. ID documents such as:

- Valid Passport UK or EU or relevant visa
- Current Valid Photo Driving Licence
- Marriage Certificate
- Birth Certificate
- Utility Bill/Landline Phone Bill (issued within the last 3 months)
- Bank/Building Society Statement (issued within the last 3 months)
- Credit Card statement (issued within the last 3 months).

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed on their application form. Original document will only be accepted and photocopies will be taken. Unsuccessful applicant documents will be destroyed following at the end of the recruitment programme.

The School will discuss with the successful candidate the required combination of documents to satisfy its checking procedure.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:



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- Receipt of at least two satisfactory references (if these have not already been received);
- Verification of identity and qualifications including evidence of the right to work in Spain;
- A satisfactory enhanced DBS check and a check of the Barred List maintained by the DBS;
- For a candidate to be employed as a teacher, a check that the candidate is not subject to a Prohibition Order issued by the Secretary of State;
- Verification of professional qualifications, where appropriate;
- Verification of successful completion of statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999) where relevant;
- Where the successful candidate has worked or been resident overseas such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside Spain can be considered; and
- Declaration of satisfactory medical fitness

All checks must be completed to the school's satisfaction before commencement of employment.

Following Appointment

All new staff, volunteers, and Governors will receive induction appropriate to their role in School, which includes Health & Safety, the School Child Protection Policy and procedures, Code of Staff Conduct and our Whistleblowing Policy all of which can be found in the Staff Handbook.

Monitoring and support from a senior member of staff will be provided as appropriate, to ensure all adults are clear about the safeguarding requirements and behaviours appropriate to their role in School.

It is important to us that we all contribute to an **ongoing culture of vigilance**, in the belief that “it could happen here”. Part of this depends on everybody being willing to notice and refer concerns, and self-report if they are in difficulty, or feel something may lead to a complaint.

The Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to positions which involve working with, or having access to pupils. Therefore, any convictions and cautions that would normally be considered ‘SPENT’ must be declared when applying for any position at King's College School, La Moraleja.



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DBS (Disclosure and Barring Service) Certificate (formerly known as CRB Disclosure)

All staff who have worked in the UK at King's College School, La Moraleja require an enhanced DBS Certificate (with barred list) and therefore a DBS Certificate must be obtained before the commencement of employment of any new employee. However, in exceptional circumstances the School will allow an individual to start work in regulated activity before the DBS certificate is available but the School will ensure that the individual is appropriately supervised and that all other checks, including a separate barred list check, have been completed. In addition when a DBS is late a risk assessment which is reviewed every two weeks will take place until the disclosure is through.

Members of staff at King's College School, La Moraleja must be aware of their obligation to inform the Headteacher or the HR Department of any cautions or convictions that arise between these checks taking place.

Portability of DBS Certificates Checks

The DBS code of Practice and OFSTED do not facilitate portability of DBS Certificate checks unless the applicant has registered to the DBS Update Service. For clarity portability refers to the re-use of a DBS Certificate obtained for a position in one organisation and later used for another position in another organisation. King's College School, La Moraleja is committed to adhering to these Codes of Practice and does not accept DBS Certificates carried out by another organisation unless they are registered with the DBS Update Service.

Copies of DBS Checks

The DBS no longer issue Disclosure Certificates to employers, therefore employees/applicants should bring their Certificate to the Human Resources Department, (for employees within 7 days of issue or applicants before they commence work or any project involving regulated activity).

Barred List (Formerly Known as List 99)

Before starting work all new staff will be checked against the barred list.

The Disclosure and Barring Service maintain a list of individuals who are barred from working with children. The Children's barred list replaces:

- List 99 (individuals barred from working in education under section 142 of the Education Act 2002)
- Protection of Children Act list (PoCA)



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- Disqualification orders operated by the criminal justice system

It is illegal for schools to employ anyone who is on the list.

Dealing with convictions

The school operates a formal procedure if a DBS Certificate is returned with details of convictions. Consideration will be given to the Rehabilitation of Offenders Act 1974 and also:

- The nature, seriousness and relevance of the offence;
- How long ago the offence occurred;
- One-off or history of offences;
- Changes in circumstances,
- Decriminalisation and remorse.

A formal meeting will take place face-to-face to establish the facts with the Human Resources Manager. A decision will be made following this meeting.

Proof of identity & Verification of Qualifications and/or professional status

All applicants invited to attend an interview will be required to bring their identification documentation such as passport, birth certificate, driving licence etc. with them as proof of identity/eligibility to work in accordance with those set out in the DBS Code of Practice Regulations.

In addition, applicants must be able to demonstrate that they have actually obtained any academic or vocational qualification legally required for the position and claimed in their application form.

Medical Fitness

There are certain questions King's College School, La Moraleja may ask at interview stage to determine whether applicants can undertake a function which is intrinsic to the job.

Anyone appointed to a post involving regular contact with children must possess the appropriate level of physical and mental fitness before any appointment offer is confirmed. All applicants are requested to complete a medical questionnaire and where appropriate a doctor's medical report may be required.



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Overseas checks

Applicants who have lived/travelled abroad for more than 3 months will need to obtain a police check from the relevant Country.

Prohibition List (Prohibition Orders)

Prohibition orders prevent a person from carrying out teaching work in Schools. King's College School, La Moraleja will do a pre-employment prohibition check using the Employer Access Online Service. Prohibition orders are described in the National College for Teaching and Leadership's (NCTL) guidance. Teacher misconduct: the prohibition of teachers.

All teachers will be checked on the DfE Secure Prohibition List for the following:

- Those that have been prohibited from teaching both in the UK and Europe
- Those that have failed to successfully complete their induction or probation period
- Those that may be subject of a suspension or conditional order imposed by the General Teaching Council for England (prior to abolition) that is still current.

A prohibition order aims to protect pupils and to maintain public confidence in the profession.

Prohibition from Management Check

All Headteachers, staff on the Senior Leadership Team and teaching positions with departmental headship will be subject to s128 direction. This means that the School will use both the DBS and Prohibition List of checking when making appointment for any staff in a management position which involves regulated activity (which encompasses all teaching posts above classroom teacher, and all ancillary posts where the person is a member of the Senior Leadership Team).

Induction Programme

All new employees will be given an induction programme which will clearly identify the School Policies and procedures, including the Child Protection Policy. The Staff Handbook makes clear the expectation and codes of conduct which will govern how staff carry out their roles and responsibilities.

Centralised Register of Members of Staff

In addition to the various staff records kept in school and on individual personal files, a single centralised record of recruitment and vetting checks is kept in accordance with requirements of the



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Independent School Standards Regulations 2016. This is kept up-to-date and retained by the school on **Korgi**. The Centralised Register will contain details of the following staff:

- All employees who are employed to work at the school including: teachers, Learning Support Assistants, part-time staff, administrative staff, caretakers and other ancillary staff.
- All employees who are employed as supply staff to the school whether employed directly or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, work placements, Governors, peripatetic staff and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members e.g.: sports coaches etc.

The School Administrative Manager is responsible for checking the Single Central Register on a monthly basis and the King's Group Safeguarding Governor will be responsible for auditing the Single Centralised Register and reporting her findings to the King's Group Board.

Record Retention / Data Protection

King's College School, La Moraleja will retain all interview notes on all applicants for a period of 6 months, after which time the notes will be destroyed (i.e. shredded). The 6 month retention period is in accordance with the Data Protection Act 1998 and will also allow the school to deal with any data access requests, recruitment complaints or to respond to any complaints made to an Employment Tribunal.

All information retained on employees is kept centrally in Korgi and paper copies are kept in the school office securely.

Ongoing Employment

King's College School, La Moraleja recognises that safer recruitment and selection is not just about the start of employment, but should be part of a larger policy framework for all staff. The school will therefore provide ongoing training and support for all staff, as identified through the Annual Review/appraisal procedure.

Leaving Employment at King's College School, La Moraleja

Despite the best efforts to recruit safely there will be occasions when allegations of abuse against children and young people are raised. In cases relating to the behaviour of an employee (these



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behaviours are within the context of four categories of abuse (i.e.: physical, sexual and emotional and neglect) the School's Allegations against Staff Policy must be followed. The School's Disciplinary Policy will apply.

In cases of dismissal (or resignation) due to the above behaviour, King's College School, La Moraleja will inform the DBS (Disclosure Barring Service), and will consider informing the NCTL (National College for Teaching and Leadership) of the circumstances why the employee is leaving King's College School's employment.

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