

Staff Recruitment and Screening Policy

Emmanuel School is committed to creating an environment, which is safe for pupils, teachers and parents/carers to be in. As a result we adopt recruitment procedures that will help deter, reject or identify people who might abuse children.

We have written our Staff recruitment policy using guidance from the 2023 Working Together to Safeguard Children and Keeping Children Safe in Education (Sept 2023).

Prior to the confirmation of the appointment of all staff, the following procedure will be followed to determine a person's suitability:

- 1) When a vacancy arises at the school an advertisement, if required, will be placed on the school website and may be advertised wider afield depending on the nature of the vacancy. In all job descriptions and person specifications reference will be made to the responsibilities for safeguarding and promoting the welfare of children having regard to KCSIE (September 2023)
- 2) An application form will be completed and submitted to the school. An accompanying letter and / or CV may also be included.
- 3) Suitable applicants will be requested to come for an interview and where appropriate be asked to complete a task with a group of children. This will be observed by the interview panel.
- 4) Prior to interview, two references will be taken using the school's reference form. At least one reference should be a professional reference from a previous employer and include any information about past disciplinary action or allegations. Where a previous employer uses their own form to provide a reference, this will be accepted. References will be followed up by a phone call to confirm their source and provide opportunity for further useful information. Online searches for information on applicants will also be used to provide further information to inform the recruitment process.
- 5) A face to face interview will be held by a panel at least one of whom will have had training in safer recruitment in education. The interview panel will include the head teacher and at least one member of the governing body, except for the post of head teacher, in which case at least two members of the governing body will be included. At interview any gaps in employment history will be investigated and discussed, and the candidate's suitability for the role will be assessed through the panel's questions and observations of teaching where appropriate.
- 6) Candidates will be required to bring to the interview evidence of ID, qualifications and right to work in the UK. (Examples of identity documentation would be: - a birth certificate, driving license or passport, recent bill/bank statement showing address).
- 7) A qualifications check - document required.

8) Any teachers or volunteers working in the school are required to: -

‘uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school, by not undermining British values, including democracy, the rule of law, individual and mutual respect, and tolerance of those with different faiths and beliefs.’ (Teacher’s Standard May 2012)

9) Child Protection Checks

- New members of staff will be asked for any current DBS certificate and a new DBS check with the enhanced DBS which includes barred list to determine their suitability to work with children will be sought. Records of these checks will be kept by the school administrator.
- The school is aware that it is an offence for a school to allow anyone who they know to be barred to carry out any form of regulated activity in the school with children.

10) Disqualification Declaration

- All staff working in regulated activity or management will be required to fill in a Disqualification Declaration as laid out in the updated guidance (August 2018) to the Disqualification Under the Child Care Act 2006. The school will not employ anyone into a regulated activity who is barred from working with children in a childcare setting.

11) Christian Ethos of the School

- The law allows preference to be given, in connection with the appointment, promotion or remuneration of teachers at independent schools, to those whose opinions accord with the school’s religious doctrine, who attend worship in accordance with that doctrine, or are willing to teach religious education in accordance with that doctrine.
- The governing body has a duty to secure, preserve and develop the character and conduct of the school in line with the school's Objectives and Aims. As part of this duty and in order to promote the school’s activities in Christian education, preference must be given to professionally competent applicants for teaching and pastoral roles who are committed to the school’s Statement of Faith. All such staff will be expected to behave in a manner which is consistent with the Christian faith as set out in the Bible and summarised in the School’s Statement of Beliefs.
- Applicants for all posts, including non-teaching and volunteer posts, will be asked about their willingness and ability to support and promote the Christian ethos of the school.
- Applicants for employment will be asked to provide a letter giving a brief outline of their ‘faith journey’ and current place of worship.

The following checks, as applicable, will also be carried out before the member of staff begins work at the school: any overseas checks, including police checks, when the new member of staff has worked overseas; prohibition order from teaching; prohibition order from management; medical fitness; and they will be required to give a disqualification from childcare declaration.

If the enhanced DBS has not arrived but has been applied for, the head may make the decision to start a member of staff providing:

- All other checks have been completed to the satisfaction of the school, including a separate barred list.
- The head will write a risk assessment, indicating that the person will be supervised until the DBS disclosure is through and seen, and this risk assessment will be reviewed every two weeks until that time;
- Inform the member of staff of the safeguard of supervision, and add a note to the SCR.

Evidence of documentation and references of new employees will be taken to School Governors for approval and checks.

Governors Checks

Checks undertaken for governors: Photo ID, right to work, enhanced DBS (with barred list in regulated activity), overseas/EEA check if appropriate, and prohibition from management check.

VOLUNTEERS

Emmanuel School is privileged to have access to a number of volunteers, mainly parents and students who come to help in the classroom or deal with admin and classroom preparation.

Any regular volunteers will be DBS checked and those in regulated activity will be checked against the relevant barred lists: the details will be recorded on the single central register by the school administrator.

Any other volunteers or contractors working on site when children are present will be supervised at all times.