



THE MULBERRY HOUSE SCHOOL

This policy should be read and considered in conjunction with the Induction Checklist, Safeguarding Statement, Equal Opportunities, Race Equality and Inclusion Policies

SAFER RECRUITMENT AND INDUCTION POLICY

This Policy of The Mulberry House School applies to all sections of the school including the Early Years Foundation Stage

This policy is written in accordance with the DfE guidance 'Keeping Children Safe In Education' September 2021, Working together to Safeguard Children 2018, The Equality Act 2010 and the SEND code of Practice 2015.

Our Commitment

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents and carers to share this commitment.

Purpose of the Policy

We aim to create a culture of safe recruitment and, as part of that, aim to adopt recruitment procedures that help deter, reject or identify people who might abuse children.

The Proprietor will act reasonably in making decisions about the suitability of the prospective employee based on checks and evidence, including DBS checks, barred list checks, together with references and interview information.

Training

All least one member of staff involved in the recruitment process will hold a certificate in 'Safer Recruitment' issued by High Speed Training.

It is the School's policy that the Headteacher is responsible for recruitment in conjunction with the Proprietor, the Headteacher's PA and the Senior Leadership Team.

Equal Opportunities

The school complies with the Equality Act 2010 with particular regard to those persons with protected characteristics. The School is committed to applying its equal opportunities policy at all stages of recruitment and selection. The School aims to ensure that all adverts are non-discriminatory on the basis of sex, race, colour, national or ethnic origin, religious or similar philosophical belief, marital status, sexual orientation, disability, gender reassignment, political convictions, membership or non-membership of a Trade Union, age, pregnancy and maternity or "spent convictions of ex-offenders", either in working or intent.



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Any candidate with a disability will not be excluded unless it is clear that the candidate does not meet the minimum criteria outlined in the job specification. Reasonable adjustments to the recruitment process will be made to ensure that no applicant is disadvantaged because of his/her disability.

All academic qualifications should be listed as “or equivalent” so that they are not limited to people who have taken British qualifications only.

Identification of a vacancy

Advertisement of a position

The advert will specify:

- ◆ The position
- ◆ A brief description of the school
- ◆ The school’s commitment to safer recruitment practice
- ◆ The school’s commitment to safeguarding and promoting the welfare of children
- ◆ That pre-employment checks will be undertaken before appointment
- ◆ The safeguarding responsibilities of the post as per the job description and job specification
- ◆ Whether the post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020
- ◆ The closing date for applications
- ◆ The application process
- ◆ The School requires all applicants to undergo an enhanced DBS check
- ◆ Application forms will only be accepted
- ◆ We expect all adults to share our commitment to safeguarding and the health and wellbeing of our pupils

It is the School’s policy that most internal vacancies will be emailed to the whole school, unless a subject specialist is required. Existing employees are to be encouraged to apply for vacant posts if they have the appropriate qualifications, experience and skills. When existing employees are offered a change of role, references will be sought from senior colleagues at the school to ensure suitability for the role. A minimum of 2 references will be stored on file.

The Headteacher will decide whether it is appropriate to post the vacancy also in a newspaper/jobcentre or place it with an approved employment agency.

Relevant qualifications and experience will be listed on the job advertisement.

The School aims at all times to recruit the person who is most suited to the particular job. Recruitment will be solely on the basis of the applicant’s abilities and individual merit as



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measured against the criteria for the job. Qualifications, experience and skills will be assessed at the level that is relevant to the job.

Those wishing to apply for the position are asked to request a job description and a job specification. The job description will describe the duties, responsibilities and level of seniority associated with the post, whilst the employee specification will describe the type of qualification(s), training, knowledge, experience, skills, aptitudes and competencies required for effective performance of the job. Application forms will only be accepted to ensure there are no gaps in work history. All application forms will be physically signed at point of interview.

Candidates will be asked not to leave any gaps in their application and to include full time or part time education or training and any periods of unemployment including periods for raising a family. Applications will be scrutinized for any discrepancies/anomalies/gaps in employment and noted to explore if candidates are considered for short-listing.

Pre Interview Checks

Those shortlisted for interview will need to provide two named referees and must complete the school's Staff Suitability Self-Declaration form. References must be sought prior to interview. One referee must be the present or most current employer. Candidates will be informed that the school reserves the right to approach any of their previous employers for a reference. If their last post did not include working with children, a reference will be sought from the employer by whom they were most recently employed to work with children. The reference form includes a statement asking referee's if there are any concerns about the person's ability to work with children. References must confirm this as well as dates worked and their reason for leaving as a minimum requirement. If the reference received is from a senior member of staff, the Headteacher must confirm that the reference is accurate in respect to disciplinary investigations. The school will verify that electronic references originate from a legitimate source. In addition, as part of the shortlisting process we may consider carrying out an online search as part of our due diligence on any shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school may want to explore with the application prior to interview.

Candidates will also be required to bring in proof of qualifications, address, identification and right to work in the UK at interview (originals must be seen).

All applicants should be asked whether they have any special requirements, either due to disability or otherwise, on being invited to interview and any reasonable adjustments made.

Interview

Any request for Job Share or part time working should be considered, if suitable for the position.



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When conducting recruitment interviews the Headteacher will ensure that the questions they ask job applicants are not in any way discriminatory or unnecessarily intrusive. Candidates will be asked about their suitability to work with children. The interview will focus on the needs of the job and skills needed to perform it effectively. A record of every recruitment interview will be made and passed to the Headteacher's PA where it will be retained for no longer than six months. On no account should any job offer be made during or at the end of an interview.

Two senior members of staff will conduct the interviews, one of whom will usually be the Headteacher. This is to ensure that the best person for the position is selected solely on the basis of suitability and ability. Notes are taken to record responses to interview questions.

Any selection methods used, e.g. psychometric tests, aptitude tests, should be considered with regard to relevance and as to whether they could cause indirect discrimination.

Interview candidates will be given a tour of the classes and/ or whole school.

Teachers are required to teach a lesson and write a short report.

Early Years Practitioners are required to teach a lesson and read a story.

Job Offer

After successful interviews, the Headteacher will first telephone the successful candidate or the recruitment agency to verbally offer the position and the salary.

Upon verbal acceptance by the candidate, the School will write confirming the offer, salary agreed, and start date. The School will produce a contract of employment as well as a job offer letter. The employee must sign and return both copies. The conditional offer of employment is subject to all pre-employment checks being completed. These have been listed below.

- ◆ Identity check, where possible, birth certificate must be provided as one of the forms of identification
- ◆ A barred list check from a regulated activity will be carried out before a candidate starts employment at the school
- ◆ A prohibition from teaching check
- ◆ If applicable prohibition from management (section 128) check
- ◆ Staff suitability self-declaration including declaration of physical and mental health
- ◆ Reference checks (minimum 2)
- ◆ Employment History/CV check
- ◆ An enhanced DBS check;
- ◆ Right to work in the UK



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- ◆ For overseas applicants, further checks from their country of origin (police good conduct letter) verification of qualifications. This now includes applicants from EEA countries.
- ◆ Applicants, who have spent more than 3 months in a country outside the UK within the last five years; or since the age of 16, will need to provide a police certificate or a certificate of good conduct from those countries.
- ◆ A check of professional qualifications and use the Teacher Services' System to verify any award of qualified teacher status (QTS), and the completion of teacher induction or probation.

All applicants must show their original DBS certificate to the school before taking up their post. A copy is never taken or kept on file, although a record of their DBS number and issue date is recorded on the Single Central Register (SCR).

Should there be a delay in DBS clearance, a Risk assessment must be carried out for the period that the DBS is outstanding and all other checks must be completed including a separate barred list check. The employee must not have unsupervised access to children at any time. Once a DBS is received, the applicant would be required to show the original DBS certificate to their employer as soon as reasonably practical. The employer will note down the DBS number but not photocopy or keep the original.

Before starting at the school, the member of staff will complete online safeguarding training before meeting pupils and read and declare that they understand the school's Safeguarding and Child Protection policy. During their induction period they will also meet with the DSL or DDSL to receive further safeguarding training.

External employment

Staff should always provide the Headteacher's contact information for external references. Employees at The Mulberry House School are not able to provide external references for their colleagues and should always pass this on to the Headteacher.

DBS Update Service

Candidates that join the DBS Update Service and provide consent at interview stage, the School will ensure to confirm the certificate matches the individual's identity and examine the original certificate to ensure that it is for the appropriate workforce and level of check, e.g. enhanced certificate/enhanced including barred list information. The School would then carry out an online check and their own DBS check if the one provided was not an enhanced check or is more than 3 years old.

Induction and Probationary Period

Whenever possible new members of staff are invited and paid to spend 1 week working alongside the existing team to familiarise themselves with the staff and children they will be working with in the future.



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During the preliminary visit the Team Leader will make the new member of staff welcome, oversee the Induction process and use the Induction checklist to help staff in understanding their roles and responsibilities. The electronic information system will be explained to the new member of staff and they will be shown where to find all policies, record keeping booklets and the importance of familiarising themselves with these documents. They will also be given the login details for the staff area of the website. The Team Leader, who will act as a mentor will be available to answer any questions that may arise.

During their first six months, (the induction/probationary period) the team leader will cover all areas included on the Induction Checklists, monitoring performance, knowledge and the skills necessary to do the job. The teaching timetable will reflect the strengths of each member of the team. Some of the points will have already been covered during the preliminary visit but should be recapped to ensure full understanding of all school procedures.

Spreading out the induction period ensures that new staff are not overloaded with information all at once. Once completed, a review of each person's induction should ensure that they understand all aspects covered. The employee must adhere to and demonstrate compliance with all school policies. Training and guidance will be given throughout. The welfare and safety of children must be clearly understood and promoted at all times.

New members of staff meet with their Team Leader 4 times within the first 6 months of employment. During these meetings staff will discuss how they are settling in and review their strengths, areas for development, objectives and action plans. While working as part of a team the new member of staff will have the opportunity to shadow/work alongside other teachers and visit other age groups. During the 6 month probationary and induction period the team leader will arrange at least 4 observations of the new teacher with the SLT. Written feedback will be provided at a follow up discussion and a record of the discussion will be kept. The school has the right to extend the induction period if necessary.

When the probationary induction period is over the school will continue to encourage staff to continue their own professional development by attending courses, observing colleagues, journals and magazine subscriptions held by the school as well as supervision by the Senior Teacher. As part of their professional development each member of staff will receive an individual meeting with the Senior Teacher in order to support their role. These meetings will be twice a year separate to their annual appraisal. The SLT conducts appraisals annually.

Supply Staff

The school has a contract or agreement with the business providing supply staff stating that the business must give written confirmation that they have carried out all the required checks on these supply staff for each individual person before they begin work



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with the school. This also states that the school requires to see the original copy of their enhanced DBS and ID on arrival.

Volunteers

Volunteers will be checked according to their role, taking into account the age of the volunteer and whether they will be fully supervised. A risk assessment will be completed to assess which checks each volunteer needs. ID will always be checked on arrival. If the volunteer is in regulated activity, an enhanced DBS and Barred List check will be completed as a minimum requirement. References or an informal interview may also be completed if deemed relevant or necessary.

Visiting Speakers

Visiting speakers are organised on a termly basis in preparation for the following term. When arranging speakers, consideration is taken to ensure they will benefit children's learning or raise awareness in areas such as e-safety.

A visiting speakers log is stored on the office drive and completed when booking the event. A Google search is always carried out when booking speakers and when this is not possible a phone call should be made to somebody they have worked with to ensure the credibility of the speaker. Please see an example of this log below.

Name	Company	Date of Visit	Reason for Visit	Google Search <i>If not possible must carry out phone call with somebody they have worked with.</i>	Content of talk/ workshop agreed prior to event	Staff member will never be left unsupervised	Educational Value	Age Appropriateness

I.D is always checked on arrival and the speaker is NEVER left unsupervised. When visitors attend the school, they will follow the school's signing in process. This includes reading the back of the visitor's badge which outlines the school's child protection and Health and Safety information.



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Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure information

General principles

As an organisation using the Disclosure and Barring Service (DBS) Disclosure service to help assess the suitability of applicants for positions of trust, The Mulberry House School complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act 2018 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written guidance on these matters, which is available to those who wish to see it on request.

Storage and access

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

Handling

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is necessary. In most cases, this is checked visually and not copied or retained. Certificates are never kept on file for longer than six months, to allow for the consideration and resolution of any disputes or complaints.

Disposal

Once the retention period has elapsed, we will ensure that any Disclosure information is immediately destroyed by secure means, i.e. by shredding. While awaiting destruction, Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. However,



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notwithstanding the above, we may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision taken.

Acting as an Umbrella Body

The school uses an Umbrella Body (one which countersigns applications and receives Disclosure information on behalf of Mulberry House School). We will take all reasonable steps to satisfy ourselves that they will handle, use, store, retain and dispose of Disclosure information in full compliance with the DBS Code and in full accordance with this guidance.