

Chiswick & Bedford Park Preparatory School

Safer Recruitment Policy

Chiswick and Bedford Park Preparatory School (“the School”) is committed to safeguarding and promoting the welfare of its pupils. The School recognises the importance of recruiting and retaining staff who share this commitment.

1. Aims

- To ensure that the best possible staff are recruited on the basis of their ability and suitability to work with children.
- To ensure that the School complies with all the relevant legislation, recommendations and guidance given by the DfE, including *Keeping Children Safe in Education 2022*, *Childcare Act 2006*, *Regulations 2018*, *Disqualification under the Childcare Act Guidance July 2018*, *Ealing and Hounslow Children’s Partnerships* and the Code of Practice published by the Disclosures and Barring Service (DBS).
- To ensure that all candidates are treated fairly and consistently.

2. Recruitment Procedure

a) Inviting Applications

Advertisements for posts, whether in newspapers, journals or on-line, will include the statement:

Chiswick and Bedford Park Preparatory School is committed to safeguarding and promoting the welfare of children. All posts are subject to child protection screening including an enhanced disclosure from the Disclosures and Barring Service (DBS).

b) Application Form

All candidates will be required to complete an application form. This form will include questions about their academic and employment history and their suitability for the role, including questions about their health. The application form will be scrutinised to check that the information given is not contradictory or incomplete. A curriculum vitae will not be accepted in place of an application form.

c) Self-Disclosure Form

Applicants will be required to complete a self-disclosure form. Applicants are required to detail any enquiries or investigations about allegations or concerns regarding children, as well as any disciplinary processes that may have taken place with previous employers. Under the 2018 Regulations, schools are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association.



d) Interview

Short-listed candidates will be invited for interview at which his/her relevant skills and experience will be discussed.

All candidates invited to an interview will be required to bring the following evidence of identity, address, qualifications and right to work in the UK:

- Passport
- Two utility bills, bank statements or credit card statements showing their name and address
- One document showing their National Insurance Number
- Original certificates of educational and professional qualifications
- Documents to confirm the candidate's right to work in the UK (If there is uncertainty about whether an individual needs permission to work in the UK, the School should follow advice on the [GOV.UK](https://www.gov.uk) website, as well as '[guidance on the employment of overseas-trained teachers](#)' issued by the DfE).

e) References

Two references will be taken up on all short-listed candidates before interview or immediately following the interview. These will be requested directly from the referees and cannot be in the form of an open reference, for example, in the form of 'to whom it may concern', and cannot be written by a relative or friend. If possible, one reference should be from the candidate's current or most recent employer. All referees will be asked whether they believe the candidate is suitable for the job for which they have applied, and whether they have any concerns about the candidate's suitability to work with children, including any allegations or disciplinary procedures involving issues related to the safety and welfare of children. If the referee is a current or previous employer they will also be asked to confirm the candidate's dates of employment, salary, job title, responsibilities, reason for leaving, performance, sickness and disciplinary record. References will be compared for consistency with the information provided by the candidate on their application form. The referee may be contacted to provide further clarification as appropriate. Any discrepancies or issues of concern that references raise will be taken up with the candidate at interview.

Pre-Appointment Checks

The following checks will be made before the applicant is appointed:

- Identity, including date of birth;
- Eligibility to work in the U.K.;
- Enhanced DBS check;
- Receipt of two satisfactory references;



- For teaching positions, confirmation from the National College for Teaching and Leadership (NCTL) that the applicant is not subject to a prohibition order or interim prohibition order
<https://www.gov.uk/guidance/teacher-status-checks-information-for-employers>
- Qualification (original certificates or certified copies)
- Professional status (for example, QTS);
- Verification of the applicant's medical fitness for the role;
- Overseas checks for applicants from overseas, or those who have worked overseas. Checks of criminal record or DBS from the relevant authority in the particular country.
- Social media checks

f) Disclosure and Barring Service Check

The School will apply for an enhanced disclosure from the Disclosure and Barring Service (DBS) for all prospective employees. An enhanced check involves a check of the Police National Computer records of convictions, cautions, reprimands and warnings and other information held by the police that is considered relevant by the police. An enhanced check also includes a check of the DBS Children's Barred List of individuals who are unsuitable for working with children and adults. (The DBS lists replace the lists maintained by the former ISA).

The headmistress may allow an individual to start work before the DBS certificate is available. A separate barred list check will be completed, a risk assessment will be carried out and extra supervision by the appropriate Key Stage Co-ordinator will be required.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All candidates must therefore declare all previous convictions, including those which would normally be considered 'spent', when applying for positions at the School. A failure to disclose a previous conviction may lead to an application being rejected or, if the failure to disclose is discovered after employment has started, may lead to summary dismissal on the grounds of gross misconduct. A failure to disclose a previous conviction may amount to a criminal offence.

It is an offence for the School to employ an individual who is barred from working with children and for an individual who is barred from working with children to attempt to apply for a position at the School.

g) Medical Fitness

The School has a responsibility to verify the candidate's mental and physical fitness to carry out their work. (Education (Health Standards) (England) Regulations 2003).

The applicant is required to disclose any existing medical conditions that may affect his/her work on the application form and self-disclosure medical form.



The applicant may be asked relevant questions about disability and health during the interview, in order to establish whether they have the physical and mental capacity for the specific role.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, obtaining medical evidence, considering reasonable adjustments and suitable alternative employment.

3. Equal Opportunities

The School is aware of its duties under the Equality Act 2010. The School welcomes applications from a wide range of candidates and promotes equality of opportunity for all, regardless of race, colour, national or ethnic origin, age, sex, disability, sexual orientation, religion or belief, or marital or civil partnership status. Appointments shall be made on basis of merit and ability.

4. Record Keeping

If the candidate is appointed, the School will keep any relevant information provided on his/her application form in the personnel file. If the candidate is unsuccessful, all documentation relating to the application will be shredded after a maximum of six months.

5. Training

Members of staff in the School that are involved in the recruitment and selection of staff (the Headmistress, Deputy/Assistant Head and Nursery Manager) undertake regular training in Safer Recruitment.

At the start of each academic year, all staff will be required to sign an annual self-declaration regarding their continued fitness to work with children. These will remain confidential.

6. Volunteers

Under no circumstances will a volunteer, in respect of whom no safeguarding checks have been undertaken, be left unsupervised with children.

7. Induction

(See Induction Policy and New Staff Induction Checklist)

All new members of staff undergo induction training. The purpose of induction training is to help new employees and volunteers become familiar with the requirements of their position and learn about the school culture, ethos and working practices, including the School's policies and procedures. The induction will be organised by an induction mentor and the induction programme will be tailored to the new member of staff's particular needs. On the first day of employment the new member of staff will be required to sign a declaration that



he/she has read, and agrees to abide by, the School's Code of Conduct, the School Handbook and the Safeguarding and Child Protection Policy.

