



a revolutionary response to school

Recruitment Policy

Aims

- to ensure the welfare, health and safety of all pupils and staff in the school
- to ensure that the school has regard to;
 - Keeping Children Safe in Education January 2021
 - Disqualification under the Childcare Act 2006
 - Working Together to Safeguard Children December 2020
 - The Prevent Duty
- to ensure that the school complies with the Equality Act 2010
- To be read in conjunction with the following policies:
 - Safeguarding
 - Equal opportunities

Objectives

- to ensure that all the required vetting checks are carried out before prospective employees begin work
- to ensure that the school complies with all relevant legislation and guidance
- to provide guidance for staff carrying out the checks
- to ensure that recruitment procedures are fair and transparent

Rationale

This policy applies to all staff whether or not in regulated activity, supply staff, self-employed contractors arranged by the school, volunteers, proprietor. All checks will be included on the Single Central Record (SCR). Staff/proprietors/ will not start work in the school until all checks have been satisfactorily carried out. The policy will be updated annually or when guidance changes.

Application process

- Job specifications will be posted internally and externally as part of a job advertisement for the desired role.
- Each job advertisement includes an equal opportunities and safeguarding statement
- Standardised application forms will be used for all posts
- Successful applications based on selection criteria pertinent to the role, will be invited for an interview with the line manager for the role and/or the HR manager

- Successful candidates offered a position will be given a conditional offer letter subject to satisfactory completion of checks

Vetting checks

- barred list checks
- enhanced criminal record check (DBS)
- identity
- medical fitness
- previous employment history
- references (2 as a minimum requirement)
- qualifications
- overseas checks (where appropriate)
- Professional letter of standing from UK ENIC (where appropriate)
- Right to work in the UK
- Prohibition from teaching orders
- Prohibition from management orders
- Disqualification from childcare

Guidance on carrying out the checks

- Standardised application forms will be used for all posts. Applicants will be made aware of all the pre- appointment checks that will be carried out before their employment is confirmed. All offers of employment are conditional upon checks being satisfactorily completed. No employee will be appointed until all the checks have been confirmed
- The application form will include the applicant's previous employment history, the school will not employ any applicant who has unexplained gaps in service
- All checks will be recorded on the SCR via iSAMS, using Y/N, the date the check was carried out, and the initials of the person checking the information (the school is aware that the initials are not required)
- All staff and proprietors have an enhanced DBS check, the DBS number will be recorded on the SCR the school will not keep certificates
- The school will carry out a barred list check on any person who subscribes to the update service and those accepted under the three month rule. Staff who start work where a DBS certificate has been applied for but not received and all other checks have been satisfactorily completed will be subject to risk assessment and supervision and review, these cases are unlikely but may occur over time.
- The school will make an annual check of the barred list for any employees/volunteers/contractors, etc who subscribe to the update service. For those not subscribed to the update service, the school will complete a new DBS check at least every 3 years.
- The school will require all employees/volunteers/contractors, etc to complete a Staff Suitability Declaration annually, see Appendix 21

- Any supply teacher will have an individual/personalised letter confirming all the checks have been carried out. They will also be required to provide their DBS certificate, photo ID and confirmation of identity before working in the school. They will be included on the SCR
- Applicants will provide proof of identity (passport, driving licence, birth certificate, recent utility bills with home address, bank statement)
- Applicants will self-certify that they are medically fit to work, see Medical Fitness Declaration form Appendix 4
- Applicants are required to complete a Medical Form, see Appendix 5
- Applicants will provide proof of their qualifications, if appropriate
- The school will check the applicant's right to work in the UK
- The school will request the names of two professional referees and will ensure that two references are obtained, one will always be from the applicants current employer, where applicable
- All appropriate overseas checks, will be carried out if an applicant has lived overseas for 3 months or more in the last 5 years, in line with current guidance. At its absolute discretion the school may choose to complete overseas checks for shorter durations overseas within a longer time frame, e.g. 2 months within the last 10 years
- Prohibition from teaching checks will be carried out through Teacher Services and this will include checks on all teaching staff including Teaching Partners and management roles
- Prohibition from management checks will be carried out on leaders, managers, and proprietors.
- Disqualification from Early Years checks will be carried out
- As part of the shortlisting process the HR Team will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the nursery might want to explore with the applicant at interview.

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1.0	Initial Release	H Peacock	October 2019
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1.2	Related documents updated	Danni Hayes	28/04/2021
1.3	KCSIE 2022 updated	Danni Hayes	09/09/2022

Appendix 1

Key Contacts (October 2019)

- A barred list check can be obtained as part of the DBS check. A separate barred list check can be obtained through the Teachers' Pensions online service
- For overseas checks please see Home Office guidance
- EEA checks can be obtained through the Teacher Services system, only restrictions imposed after 18 January 2016 will be displayed
- For Right to Work in the UK, please see Home Office guidance
- Prohibition from Teaching checks can be obtained through Teacher Services, if staff do not have qualified teacher status (QTS) search the alphabetical list
- Prohibition from Management (also applies to staff promoted internally), can be carried out through the Teacher Regulation Agency using Secure Access with or without a teacher reference number **or** via the DBS check for those in regulated activity

Appendix 2



Staff Suitability Declaration

This form is to be completed by all new staff when they commence employment (including regular volunteers and students) AND completed by all staff on an annual basis

Name of staff:.....

Name of Manager:.....

Please answer the questions and sign the declaration below to demonstrate that you are safe to work with children. If there are any aspects of the declaration that you are not able to meet, you should disclose this immediately to the manager/senior responsible for your recruitment.

Please circle yes or no against each bullet point

Have you been cautioned, subject to a court order, bound over, received a reprimand or warning or found guilty of committing any offence since the date of your most recent enhanced DBS disclosure?	Yes / No
Have you ever been known to any Children’s Services department or Police as being a risk or potential risk to children?	Yes / No
Have you been the subject of any investigation by any organisation or body due to concerns about your behaviour towards children?	Yes / No
Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards children?	Yes / No
Are you “Disqualified for Caring for Children”: (to include) <ul style="list-style-type: none"> • Have you committed any offences against a child? • Have you committed any offences against an adult (e.g rape, murder, indecent assault, actual bodily harm etc)? • Have you been barred from working with children (DBS)? • Have your own children been taken into care? • Have/are your own children the subject of a child protection order? 	Yes / No Yes / No Yes / No Yes / No Yes / No
Has your name been placed on the DBS barring list?	Yes / No

Do you have any medical conditions that could affect your ability to care for children?	Yes / No
Are you taking any medication on a regular basis or any other substances?	Yes / No

If you have answered **YES** to any of the questions, please provide further information below:

I agree that the information provided here may be processed in connection with recruitment purposes and I understand that an offer of employment may be withdrawn or disciplinary action may be taken if information is not disclosed by me and subsequently come to the organisation's attention.

In accordance with the organisation's procedures if required I agree to provide a valid criminal record certificate and consent to the organisation clarifying any information provided on the disclosure with the agencies providing it.

I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children or young people.

I understand that the information contained on this form, the results of the criminal record check and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard children.

Signed: Date:

Manager Signature: Date:

Manager / Owner aware Y/N

Please record follow-on action taken, where relevant:

Sign:..... Date action taken:

Appendix 4



Medical Fitness Declaration

Name: _____

I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the role.

I undertake to inform the headteacher should this change at any point during my engagement as a teacher/teacher partner/manager/leader/ cleaner/caretaker

Signed: _____

Date: _____

**Atelier 21 Future School
Broadfield Park
Brighton Road
Crawley
RH11 9RZ**

Appendix 4



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Medical Form – Teaching and non-teaching staff

Name:

DOB:

Job title:

Emergency Contact Details:

Name:

Relationship:.....

Phone number and address:.....

Please complete the following questions about your health, giving details and dates where appropriate.

The purpose of pre-employment health assessment is to ensure, so far as is possible, that you are fit for the post or training that you have applied for. Questions are asked about your past and present health, and the information you provide will remain confidential. If you have any difficulties completing this form please contact us for advice.

Declaration of a disability or health problem does not preclude full consideration for the job and applications from suitable people with disabilities are welcome.

If the answer to the following questions is “yes” please give details, including dates where relevant.

WORK RELATED HISTORY	YES	NO	If YES, give details and dates
Have you been absent from work or full time study due to ill health during the last 2 years (including illnesses such as colds etc)? If YES include: <ul style="list-style-type: none"> • Employer • Number of days • Reason 			
Have you ever left, or been denied a job on health grounds?			
Have you ever suffered from any work related health conditions?			
Do you consider that you have a disability? <i>Disclosing that you may have a disability will allow us to consider whether this gives</i>			

<i>rise to the need for any adjustments to the working arrangements of your proposed employment.</i>			
Have you visited your doctor in the last 12 months?			
Are you receiving any medical or homeopathic treatment? E.g. pills', injections, inhalers, ointments.			
Do you drink alcohol? If "yes" indicate how much wine/bee/spirits you drink a week. E.g. 1 unit = ½ pint beer			
Do you smoke? If "yes" indicate how many cigarettes or how much tobacco you smoke a day.			
HAVE YOU HAD AT ANY TIME?	YES	NO	DETAILS
Problems with your hearing? e.g. deafness, frequent ear infections, discharging ears			
Problems with your eyesight? Do you wear spectacles or contact lenses? Give date of last optician or specialist appointment			
An occupational disease/accident at work?			
Back injury/strain/pain/disc problems/sciatica?			
Difficulty bending/lifting/standing?			
Neck or shoulder injury/pain?			
Joint trouble/arthritis/stiffness in feet or hands?			
Skin conditions e.g. eczema/dermatitis/psoriasis?			
Chest infection/pleurisy/bronchitis?			
Asthma/hay fever or any other allergic condition including sensitivity to antibiotics?			
Tonsillitis/sinusitis/ear infection?			
Heart or circulation problems/high or low blood pressure/angina/palpitations?			
Varicose veins?			
Gynaecological problems (if applicable)?			
Stomach/bowel problems?			
Dysentry/typhoid/gastroenteritis/food poisoning?			
Hernia or ruptures?			
Bladder or kidney problems?			
Diabetes?			
Thyroid or other glandular illnesses?			
Hepatitis/jaundice/blood disorders?			
Hand arm vibration syndrome?			

Migraine/headache/giddiness?			
Epilepsy/attacks of fainting/fits or blackouts?			
Depression, anxiety, phobias, mental illness or experienced mental health problems?			
A problem with alcohol consumption or other substance abuse?			

DECLARATION:

I declare that the above answers are true and complete to the best of my knowledge.

I understand that should I knowingly make a false statement regarding my medical history, or wilfully conceal any material fact, I will, if employed be liable to termination of my contract of employment, or any offer of employment may be withdrawn.

I know of no reasons, on grounds of mental or physical health, why I should not be able to discharge the responsibilities required by the role.

I undertake to inform the headteacher should this change at any point during my engagement as a teacher/teacher partner/manager/leader/ cleaner/caretaker/administrator (please delete as appropriate).

Print Name.....

Signature..... Date.....