

Safer Recruitment Policy

This policy should be read in conjunction with Halcyon policy on Safeguarding and Promoting the Welfare of Children

1. Purpose

The Safer Recruitment Policy complies with statutory and non-statutory guidance contained in 'Keeping Children Safe in Education (September 2019)'. The Safer Recruitment Policy also has due regard for

- A. Prevent Duty Guidance: for England and Wales (April 2019, supplemented by the non-statutory advice and a briefing note The Prevent Duty: Departmental Advice for Schools and Childminders and The Use of Social Media for On-line Radicalisation (July 2015))
- B. the Disqualification under Childcare Act 2006 (August 2018).
- C. and any guidance or code of practice published by the Disclosure and Barring Service (DBS).

The recruitment process aims to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

This policy is to set out the minimum requirements of a recruitment process that aims to:

- D. to ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks;
- E. attract the best possible candidates to vacancies within all job descriptions and person specifications;
- F. identify and reject applicants who are unsuitable to work with children and young people;
- G. adhere to UK Visas and Immigration regulations; and
- H. ensure at least one member of the panel has received Safer Recruitment Training.

2. Halcyon Safeguarding Statement

Halcyon London International School is committed to safeguarding and promoting the welfare of all its students. The Board of Trustees expect all staff and volunteers to share this commitment by demonstrating their understanding of how each adult working on behalf of the school has an active part to play in protecting children from harm and promoting their

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welfare. All Halcyon staff are advised to maintain an attitude of “it could happen here” in relation to safeguarding. Halcyon cultivates a climate where everyone should feel comfortable to speak about these matters openly. When concerned about the welfare of a child, staff members should always act in the interests of the child.

3. Staff

The School’s definition of “staff” is set out as follows:

“Any person working at the school whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer”

4. Definition of Regulated Activity and Frequency

Any position undertaken at, or on behalf of, the School will amount to "regulated activity" if it is carried out:

- A. frequently, meaning once a week or more; or
- B. four times or more in a 30-day period; and
- C. provides the opportunity for contact with children.

Roles which are carried out on an unpaid/voluntary basis will only amount to regulated activity if, in addition to the above, they are carried out on an unsupervised basis.

The School is not permitted to check the Children's Barred List unless an individual will be engaging in "regulated activity". The School is required to carry out an enhanced DBS check for all staff, supply staff and governors who will be engaging in regulated activity. However, the School can also carry out an enhanced DBS check on a person who would be carrying out regulated activity but for the fact that they do not carry out their duties frequently enough i.e. roles which would amount to regulated activity if carried out more frequently.

5. Inviting Applicants

Advertisements for posts, whether online in newspapers or journals, will include the following statements:

- A. Post is subject to an enhanced DBS check and will include a statement enforcing the School’s commitment to safeguarding and promoting the welfare of children and young people.
- B. Halcyon London International School is committed to supporting, inter developing and promoting diversity and equality in all of its employment practices and activities. (See Appendix 1 for Halcyon’s policy on the recruitment of ex-offenders).



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The timeframe for job advertisements is approximately 4 weeks, or until the role is fulfilled. Halcyon has the right to close job advertisements sooner.

All prospective applicants will be given the Job Description and Person Specification and other key policies and will be required to complete the online Halcyon Application form.

If no suitable candidate can be found from the resident workforce Halcyon will consider, where appropriate, sponsorship and employment of migrant workers.

6. Shortlisting & Referencing

Short listing of candidates will be against the person specification of the post. All candidates must complete the Halcyon Application Form.

Where possible, references will be taken up before the interview phase to form part of the selection phase.

References will be sought directly from the referee, who will be contacted via email or telephone.

Where necessary previous employers who have not been named as referees may be contacted in order to clarify any anomalies, employment gaps or discrepancies.

Records of references will be kept on file.

Referees will be asked, the following specific questions:

- A. candidate's suitability to work with children and young people**
- B. any disciplinary warnings including time-expired warnings, that relate to safeguarding**
- C. candidate's suitability for the post**

7. Selection Process

The School's selection process for interview will be determined by the suitability of the candidate for the nature and duties of the advertised post. Shortlisted candidates will be invited for an interview. Role dependable, second stage interviews may be arranged.

Interviews will always be face to face, which includes visual electronic interviews. Panel



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members are required to record their feedback and comments on the interview question form for each candidate. NB: In addition to role-specific questions, the Interview will seek to ensure the candidate's understanding of the values of the School, and of student safeguarding.

Applicants are required to:

- A. identify and explain any gaps in employment
- B. declare any information that is to appear on the DBS clearance check

The successful applicant will have, prior to a decision to appoint, a personal safeguarding interview to better understand their attitudes, motivations and suitability to work with children.

8. Mandatory Employment Checks

Employment is subject to satisfactory pre-employment checks. Successful candidates will be required to:

- A. Provide evidence of their right to work in the UK
- B. Overseas police checks (if applicable)
- C. Provide proof of their identity
- D. Provide proof of their qualifications, including QTS (if applicable)
- E. Provide 2 references, one must be current or most recent employment
- F. Apply for Halcyon DBS Enhanced Disclosure & DBS Update Service
- G. Checked against Teaching Regulations Agency, which includes a Prohibited Teacher Check and European Economic Area (EEA) Prohibition Check, and S128 Prohibited Management Check (if applicable)
- H. Complete a confidential pre-employment health questionnaire (excluding consultants)
- I. Complete mandatory training with Educare

Original documentation is required for all of the above.

If a candidate has lived overseas for more than three months, the candidate will be asked to present an overseas Police Check/Certificate of Good Conduct from the relevant country. Where this is not possible, further checks may be carried out, for instance extra references may be obtained.

All volunteers working with students in our school will be subject to the above checks and be required to undertake a risk assessment

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9. Record Keeping

Successful candidates to be added to the School's HR Information System. Data of unsuccessful candidates will be held on file in accordance with Data Protection and the GDPR Policy.

10. After commencement of duties

All staff who are new to the School will:

- A. receive induction training that will include key policies, including safeguarding, and they will be required to sign acknowledgement and confirmation of reading the key policies.
- B. be subject to periods of observation
- C. receive ongoing training and appraisal
- D. be subject to a six-month **probationary period**.

11. Appointment and Safeguarding Procedures for Non-Staff

A. Supply Staff

When the School uses supply teaching agencies, the School will ensure that their contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself. Please see "Procedure for Engaging Agency or Contract Staff".

When the School engages supply teachers directly, it will conduct the same mandatory employment checks as would apply to fully-employed staff.

B. Self-Employed Professionals

If the individual is self-employed, the same mandatory employment checks will apply as those for staff.

If the individual is employed by a company, the following will apply:

I. Staff from Other Organisations

The School will ensure that its contract with any company, which provides staff who will have access to areas where unsupervised contact with children is possible, provides for the required checks on staff to be completed by the company itself. Please see "Procedure for Engaging Agency or Contract Staff".



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Where services or activities are provided separately by another body, supervising the school's students either on or off school site, the school will seek assurance that the body concerned has appropriate policies and procedures in place for safeguarding children and child protection and there are arrangements to liaise with the school on these matters where appropriate.

II. Visiting Speakers

In line with Prevent statutory guidance, the school will ensure that any visiting speakers who might fall within the scope of the Prevent duty, whether invited by staff or pupils, are appropriately supervised.

III. Volunteers

New regular volunteers will be subject to the following checks:

- Production of photo ID on arrival
- An Enhanced DBS Certificate (including barred list check where appropriate) if the post is classed as a Regulated Activity
- If the post is not classed as in Regulated Activity, a risk assessment will be carried out and kept on file;
- other checks may be carried out if deemed necessary
- Overseas checks (where appropriate)
- An informal meeting and a Safeguarding introduction will be arranged where required
- Confirmation that no concerns have been raised by others in the School community

No DBS or Barred List checks will be carried out for those who are one-off volunteers for School events or trips. However, proof of ID will be checked and the volunteer will be supervised at all times.

IV. School Trustees

The School will carry out the following checks on all new Trustees:

- a. Enhanced DBS Certificate with Children's Barred List Check
- b. ID Check
- c. Overseas Checks (where appropriate)
- d. Prohibition from management check ("section 128 direction")
- e. Disqualification from Childcare self-declaration (if the Trustee is in regulated activity)



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12. Vetting Check Exemptions

In line with the DfE Regulatory Requirements, the School will not conduct vetting checks on the following:

- A. Visitors to the Head/other staff
- B. Those who have only brief contact with children in the presence of a staff member.
- C. Pupils aged under 16 on work experience or similar
- D. Those on the school site when pupils are not present
- E. Visitors carrying out repairs or servicing equipment

The School does not re-check staff returning from maternity leave, sabbaticals or similar

13. The Single Central Register of Appointments

In accordance with current legislation, the School keeps a Single Central Register of Appointments, indicating whether or not the following checks have been completed on all current members of staff and governing body (where appropriate) at the school:

- A. Identity checks
- B. Qualification checks for any qualifications legally required for the position
- C. Enhanced Disclosure (or DBS Status Check)
- D. Barred List check
- E. Right to work in the UK
- F. Overseas checks, where applicable
- G. Prohibition from Teaching Check (where appropriate)
- H. Prohibition from management check (where appropriate)
- I. European Prohibition Check
- J. References
- K. Employment History/CV Check
- L. Medical Declaration
- M. Disqualification from Childcare (where applicable)

A checklist is completed with regard to the recruitment checks outlined in this policy. The completed check list is stored in each member of staff's personnel file.



Appendix 1. Recruitment of ex-offenders

- A. As an organisation using the Disclosure and Barring Services (DBS) and/or Disclosure Scotland to assist in assessing applicants suitability for positions of trust, Halcyon London International School (Halcyon) complies fully with the Disclosure and Barring Service/Disclosure Scotland Code of Practice (a copy of which is available on request) and undertakes to treat all applicants for all posts fairly. Halcyon will not discriminate unfairly against any subject of a disclosure on the basis of a conviction or other information revealed.
- B. Halcyon actively promotes equality of opportunity for all and selects all candidates for interview on the basis of their talent, skills, qualifications and experience. Halcyon welcomes applications from a wide range of candidates, including those with criminal records.
- C. A disclosure is only requested where it is legally required or after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. Where a disclosure will be required from a successful candidate, all applicants will be made aware of this at all stages of the recruitment process.
- D. Where disclosure is to form part of the recruitment process, Halcyon encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process.
- E. Unless the nature of the position allows Halcyon to ask questions about a candidate's entire criminal record we only ask about "unspent" convictions as defined in the Rehabilitation of Offenders Act 1974.
- F. Halcyon ensures that everyone involved in the recruitment process has been suitably trained to identify and assess the relevance and circumstances of offences. Halcyon also ensure that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
- G. At interview, or in a separate discussion, Halcyon ensures that an open and measured discussion takes place on the subject of any offences or other matter that may be relevant to the position. Failure to reveal information that is relevant to the position sought could lead to withdrawal of an offer or termination of employment.
- H. Halcyon undertakes to discuss any matter revealed in a disclosure with the person seeking the position before withdrawing a conditional offer or terminating employment.
- I. Having a criminal record will not necessarily bar an applicant from working for Halcyon. This will depend on the nature of the position and the circumstances and background of the offences.

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As the law is subject to change, this policy statement is subject to review and Halcyon reserves the right to amend this policy without prior notice.

Approved by Board of Trustees 02 April 2020

This policy will be reviewed annually, or more regularly in light of any significant changes in statutory requirements and legislation.

