



RAINE'S FOUNDATION SCHOOL

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“Achieving Excellence by Unlocking Potential”

SAFER RECRUITMENT AND SELECTION POLICY STATEMENT

JUNE 2018

Date	What changed	Committee Date Approved
15 January 2008	See Notes	14 February 2008
12 June 2013	Review and update	
5 June 2018	Full Review and update	
Derivation		
Revision Policy	Annually	

The Governing Body of Raine's Foundation School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SAFER RECRUITMENT AND SELECTION POLICY STATEMENT

Introduction

Raine's Foundation School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment in every aspect of their work.

The purpose of this policy is to set out the requirements of a recruitment process that aims to:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable to work with children or young people
- Identify and reject applicants who are unsuitable to work with children or young people

The appointment of all employees will be made on merit and in accordance with the provisions of Employment Law, Keeping Children Safe in Education and the school's Equality Policy.

The School will ensure that people are treated solely on the basis of their abilities and potential, in line with our Equality Policy.

All positions within Raine's Foundation School are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Check. The School is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. This will depend on the background, nature and circumstances of the offence(s).

Pre-appointment checks

If it is decided to make an offer of employment following a formal interview, employment with Raine's Foundation will be conditional on the following:

- Completion of the latest LDBS application Form , with satisfactory records for reasons for any gaps in employment
- Verification of the applicant's identity in line with the requirements of The Immigration, Asylum and Nationality Act 2006
- Production of evidence of the right to work in the UK (for any member of staff who is not a national of the European Economic Area (EEA) country)
- Receipt of at least two reference which are satisfactory to Raine's Foundation, one of which will be from the applicant's most recent employer.
- Confirmation that the applicant is not barred from working with children and or vulnerable adults
- Confirmation that the applicant is not subject to a prohibition order issued by the Secretary of State

- The receipt of an enhanced disclosure from the DBS which the school considers to be satisfactory. The number date and name of person who completed the check to be recorded
- Receipt of a satisfactory check either via DBS or the Department for Education's Secured Access Portal that no direction has been made by the Secretary of State against the applicant pursuant of Section 128 of the Education and Skills Act 2008
- Verification of the applicant's medical fitness
- Verification of the applicant's qualifications
- Confirmation that the applicant is registered with the appropriate professional or regulatory body as required from time to time
- Obtain a Certificate of Good Conduct for applicants who were born or have worked abroad where the applicant has not worked in a School in the UK since moving from overseas
- Completion of a self-declaration to identify staff for whom "by association" rule applies
- Interview, with written record of outcome
- At least one panel member will have completed and been accredited with the DFE Safer Recruitment Training
- The school considers the applicant is suitable for the position.

All checks will be:

- Documented and retained on the personnel file
- Recorded on the school's Single Central Record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received

Roles and Responsibilities

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

It is the responsibility of the Headteacher and other managers involved in the recruitment process to:

- ensure the school operates safe recruitment procedure and carries out all appropriate checks on all staff and volunteers who work at the school monitor that contractor's and agencies' comply with this policy
- promote the welfare of children and young people at every stage of the procedure

It is the responsibility of all contractors and agencies that provide services to Raine's Foundation to comply with safer recruitment practices. It is the responsibility of the school in conjunction with the Headteacher, to ensure all pre-employment checks are complete before employment begins.

Verification of Identity and Address

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

- Passport, biometric residence card, photo-card driving licence (together with counterpart) and original birth certificate
- Two utility bills and or bank statement no older than three months old (from 2 different sources, with the exception of a current council tax bill) showing their name and current home address
- Where the applicant has moved addresses within the last 5 years proof of address for each property they have live at
- Documentation confirming their National Insurance Number (P45, P60 or National Insurance Card or letter from Inland Revenue)
- Original documents confirming any educational and professional qualifications referred to in their application form
- Where an applicant claims to have changed his / her name by deed poll or any other means (e.g. marriage, adoption, statutory declaration) he / she will be required to provide documentary evidence of the change

Personnel file and Single Central Record

Recruitment and selection information for the successful applicant will be retained securely and confidentially for the duration of his/her employment with the school including:

- Application form - signed by the applicant
- Interview notes - including explanation of any gaps in the employment history references - minimum of two
- Proof of identity
- Proof of right to work in the UK
- Proof of relevant academic qualifications
- Evidence of medical clearance from the Occupational Health service
Evidence of DBS clearance, Barred List (where applicable) and Teacher Prohibition checks
- Offer of employment letter and signed contract of employment

The school will maintain a Single Central Record of employment checks in accordance with DfE guidance.