



NANPANTAN HALL
Nurture Centre

SAFER RECRUITMENT
POLICY

SAFER RECRUITMENT

POLICY

POLICY REVIEW STATEMENT

This policy will be reviewed Annually in line with KCSIE.

SIGNED:.....

POSITION: DIRECTOR

DATE: 14th August 2023

REVIEW DATE: 24th August 2024

FOR & ON BEHALF OF SERENITY EDUCATION



Nanpantan Hall Nurture Centre

SAFER RECRUITMENT POLICY

1. INTRODUCTION

Nanpantan Hall Nurture Centre is committed to safeguarding and promoting the welfare of children and young people; and expects all staff and volunteers to share this commitment. Nanpantan Hall Nurture Centre recognises the vulnerability of the children and young people in its care and is committed to operating to the highest standards when recruiting employees. Nanpantan Hall Nurture Centre accepts that it is vital to adopt recruitment and selection procedures that help to deter, reject or identify people who might abuse children, or are otherwise unsuited to work with them. Whilst this policy does cover other areas, the protection of children is at its heart.

Nanpantan Hall Nurture Centre operates a non-discriminatory, fair and objective recruitment and selection process. In line with the Equal Opportunities Policy, internal and external applicants will receive equal treatment and access to opportunities, irrespective of sex, age, sexual orientation, race, ethnic origin, religion or belief, disability, membership or non-membership of a Trade Union.

2. SCOPE

This policy applies to all internal and external applicants for advertised posts and promotions. Its principles should also be applied when considering permitting volunteers and contractors on site.

3. REVIEW

This policy is reviewed annually in line with the latest guidance from the DfE in the form of 'Keeping Children Safe in Education' (KCSIE). This policy reflects the most up to date recommendations as expressed in KCSIE 2023.

4. SAFER RECRUITMENT - LEGAL REQUIREMENTS

The Directors of Nanpantan Hall Nurture Centre recognise that it is vital that, as part of the Nurture Centres approach to safeguarding, Directors and proprietors create a culture that safeguards and promotes the welfare of children. As part of this culture, the Directors of the Nurture Centre have adopted a robust recruitment procedure that deters and prevents people who are unsuitable to work with children from applying for or securing employment, or volunteering opportunities in the Nurture Centre.

KCSIE recommends that safer recruitment is considered under the following four heading;

1. The recruitment and Selection process
2. Pre-appointment and vetting checks, regulated activity and recording of information
3. Other checks that may be necessary for staff, volunteers and others, including the responsibilities on schools and colleges for children in other settings,
4. Ongoing safeguarding responsibilities for children and the legal reporting duties on employers.

4.1 Recruitment and selection process

Recruiting the appropriate person to a post is crucial. Where this does not occur, it can quickly lead to the discontent of the employee and may, in turn, lead to the lowering of

Nanpantan Hall Nurture Centre

morale of a team or department; and, of course, increased labour turnover and recruitment costs (should the post have to be re-advertised).

Planning/Advertising

This process starts with a 'planning the recruitment' exercise, and, where the post is advertised, ensuring that the advertisement makes clear the Nanpantan Hall Nurture Centre commitment to safeguarding and promoting the welfare of children. It also requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants.

Nanpantan Hall Nurture Centre recognises that it is good practice to ensure, at the outset, that all recruitment materials (e.g. the application form, job description, person specification and information/guidance for applicants), which form part of the pack to be sent to prospective applicants, are up-to-date and clearly sets out the extent of the relationships/contact with children and the degree of responsibility for children that the person will have in the position to be filled.

Candidates will receive an information pack which should include a copy of:

- The application form
- The job description, and person specification
- Any relevant information about the Nanpantan Hall Nurture Centre and the recruitment process.
- A copy of the Nurture Centres current safeguarding policy.

When a vacancy is advertised, the advertisement will include a statement about Nanpantan Hall Nurture Centre's commitment to safeguarding and promoting the welfare of children, and reference to the need for the successful applicant to undertake a criminal record check via the DBS, where appropriate; as well as the usual details of the post and salary, qualifications required, etc.

Application/Shortlisting

A standardised application form is used in order to obtain a common set of core data from all applicants. Nanpantan Hall Nurture Centre does not accept curriculum vitae drawn up by applicants in place of an application form,

The Job Description will clearly state:

- The main duties and responsibilities of the post,
- The individual's responsibility for promoting and safeguarding the welfare of children and young people s/he is responsible for or comes into contact with.

Person Specification will include:

- The qualifications and experience, and any other requirements, needed to perform the role in relation to working with children and young people,
- The competences and qualities that the successful candidate needs be able to demonstrate, and,
- An explanation of how these requirements will be tested and assessed during the selection process.
- Shortlisting for job candidates will be carried out on a fair and equitable basis against the job criteria and person specification for the post.

All applications will be assessed/scrutinised equally to ensure that:

- They are completed appropriately, and in full.
- Meet the criteria contained in the person specification
- The information provided is consistent and does not contain any discrepancies,

Nanpantan Hall Nurture Centre

- Any gaps in employment are identified.

As suggested in Keeping Children Safe in Education since 2022; all shortlisted candidates will be subject to an online search as part of the Nurture Centres due diligence and safer recruitment process.

Incomplete applications will not be accepted and will be returned for completion. Any anomalies or discrepancies, or gaps in employment, identified will be noted so that they can be taken up as part of the consideration of whether to short list the applicant.

References

Nanpantan Hall Nurture Centre commits to obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with children and vulnerable adults; and to follow up any concerns raised by referees.

Interview

The process will involve at least one face-to-face interview, with a minimum of 2 senior staff members on the interview panel, at least one of these will have received recent and relevant safer recruitment training. This interview will explore the candidate's suitability to work with children as well as his/her suitability for the post.

Standardised interview processes will be used:

- Standardised questions should be prepared for the vacant post and all candidates asked the same interview questions with additional probing questions as appropriate.
- Standardised interview record sheets should be completed for all candidates during the interview.
- At least two interviewers should interview each candidate (e.g. Head teacher and one other).
- Candidates should also be asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body. (N.B. If the successful candidate cannot produce original documents or certified copies written confirmation of his/her relevant qualifications must be obtained from the awarding body).
- Unsuccessful external candidates will be informed in writing, with constructive feedback to be given where deemed appropriate and/or requested.
- Unsuccessful internal candidates will be invited to a meeting to receive constructive detailed feedback.

In addition to assessing candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Their motivation to work with children and young people,
- Their understanding of safeguarding procedures
- Their ability to form and maintain appropriate relationships and personal boundaries with children and young people,
- Their emotional resilience in working with challenging behaviours

The Appointment

An offer of appointment to the successful candidate will be conditional upon:

- A satisfactory enhanced DBS Disclosure,
- The receipt of at least two satisfactory references

Nanpantan Hall Nurture Centre

- Verification of the candidate's identity (if that could not be verified straight after the interview),
- If relevant, a prohibition from teaching check
- If relevant, verification of the candidate's medical fitness,
- Verification of qualifications (if not verified after the interview),
- Verification of professional status where required
- Further checks performed if applicant has lived or worked outside the UK
- Right to work in the UK documentation seen, copies taken and recorded if necessary
- Satisfactory completion of the probationary period.

All successful candidates will receive written offers of employment. In the offer of employment, there will be:

- A letter of offer of employment, with a clear statement of the offer being conditional on all checks returned/checked as satisfactory
- Nanpantan Hall Nurture Centre Vision, Aims, Mission & Values Statement, Safeguarding Policy, Equality Policy, Health & Safety Policy, Code of Conduct Policy and Staff Social Network Guidance
- Two copies of terms/contract of employment to be signed and one returned to Nanpantan Hall Nurture Centre
- Any additional information regarding training and the induction period

4.2 Pre-appointment and vetting checks

As part of the recruitment process Nanpantan Hall Nurture Centre commits to:

- Verifying the successful applicant's identity,
- Verifying that the successful applicant has the academic or vocational qualifications claimed,
- Checking his/her previous employment history and experience, making sure to perform deeper checks on incomplete or contradictory information that may be provided,
- Certifying that s/he has the health and physical capacity for the job,
- The mandatory enhanced criminal record checks via the DBS.
- Checking that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State (using the Employer Access Online service)
- Completing a checklist, which provides a record for signing off each stage of the process and can be filed as a permanent record at the end of the process – see Appendix 1,
- Checking whether applicants have the right to work in the UK, if they have lived or worked outside of the UK at any time.
- Checking Original documents whilst applicant is present, copies of which must be kept on record.
- For teaching posts; check that the candidate is not subject to a prohibition order which prevent them from carrying out teaching work.
- For management roles; check that the candidate is suitable to participate in the management of an independent school as they are not subject to a section 128 direction prohibits that restricts an unsuitable individual.
- Recording the dates, all checks are made.

Nanpantan Hall Nurture Centre will adhere to its mandatory responsibility to secure enhanced DBS disclosures on all new applicants for work; and for those applicants who have lived or worked abroad, to seek additional information about an applicant's conduct. DBS checks will be renewed every three years.

Nanpantan Hall Nurture Centre

All checks will be:

- Confirmed in writing,
- Documented and retained on the personnel file (subject to certain restrictions on the retention of information imposed by DBS regulations); and followed up where they are unsatisfactory or there are discrepancies in the information provided.

Recording/Single Central Record

Nanpantan Hall Nurture Centre will keep a single, central record collating data on all staff, including when checks on staff were made and by whom, identity checks, qualification requirements, list prohibition order and DBS checks. This is in accordance with the updated DfE guidance 'Keeping Children Safe in Education', as of September 2023 - Part Three Safer Recruitment:

[Keeping children safe in education - GOV.UK \(www.gov.uk\)](https://www.gov.uk/keeping-children-safe-in-education)

No employee can commence work that would involve unsupervised work with children/young people without first having received an enhanced DBS check. The Head teacher will have the discretion to offer work pending receipt of the Disclosure but must ensure;

- That the employee is appropriately supervised
- The request for a DBS Disclosure has been submitted
- Written references have been secured and verbally confirmed
- A separate children's barred list is made

4.3 Additional Checks

Oversea Checks

In all cases where an applicant has worked or been resident overseas in the previous 5 years, Nanpantan Hall Nurture Centre will, where possible, obtain a check of the applicant's criminal record from the relevant authority in that country. Not all countries provide that service, but the DBS provides an Overseas Information Service.

Further information about the Overseas Information Service can be obtained from: http://www.DBS.gov.uk/_services_overseas.asp , or by telephoning the DBS enquiry line on 08700 100 450. In cases where a criminal record check is not possible, particular care should be taken with the other required checks, especially those of identity and qualifications; and to obtain satisfactory references.

Agency/Third-Party Staff

Nanpantan Hall Nurture Centre does not use agency or temporary staff.

Nanpantan Hall Nurture Centre has employed therapy staff as third-party staff. Where this is the case Directors obtain written notification from any agency, or third-party organisation, that they have carried out the same checks as the Nurture Centre would otherwise perform on any individual who will be working at the centre. In respect of the enhanced DBS check, the Directors ensure that written notification confirms the certificate has been obtained by either the employment business or another such business. Where the agency or organisation has obtained an enhanced DBS certificate before the person is due to begin work at the school or college, which has disclosed any matter or information, or any information was provided to the employment business, the Directors will request a copy of the certificate from the agency and undertake its own risk assessment.

Nanpantan Hall Nurture Centre

Suitable therapy staff will be recorded on the staff central register and as such will be able to travel around the Learning Centre site unattended and see pupils on a one to one basis.

Contractors/Visitors

Nanpantan Hall Nurture Centre has employed therapy staff and IT support staff as independent contractors. Where this is the case, safeguarding requirements are set out as part of the contract between the organisation and the Nurture Centre. The Directors have ensured that the contractor who is to work at the Nurture Centre, has been subject to the appropriate level of DBS check with details recorded on the single central register.

Visitors and non-essential contractors will be supervised at all time whilst in the Nurture Centre and where possible, in the case of contractor's appointments made outside of the school day.

Alternative Provision

Where the Nurture Centre chooses to place a pupil with an alternative provision provider, the Directors accept that they continue to be responsible for the safeguarding of that pupil and will ensure that the provider meets the needs of the pupil. In order to comply with this commitment, the Directors will obtain written confirmation from the alternative provision provider that appropriate safeguarding checks have been carried out on individuals working at the establishment, i.e. those checks that the Nurture Centre would otherwise perform in respect of its own staff.

4.4 Ongoing Safeguarding Responsibilities

The Directors of Nanpantan Hall Nurture Centre recognise the importance of safeguarding vigilance beyond the recruitment process as part of the whole school approach to safeguarding. As part of an ongoing commitment and to ensure there is a positive culture of safeguarding, all staff are provided with regular training. This is to include full annual safeguarding training (Commissioned through external professional at least once every 3 years), annual safeguarding refresher (Generally January Training Day) and regular updates during full staff meetings. All staff will also undertake training as part of the induction and appraisal process.

New Staff/Induction

Nanpantan Hall Nurture Centre is committed to conducting a thorough induction programme for all staff and volunteers newly appointed in an establishment, including teaching staff; regardless of previous experience.

The purpose of induction is to:

- Provide training and information about the establishment's policies and procedures
- Support individuals in a way that is appropriate for the role for which they have been engaged
- Confirm the conduct expected of staff within Nanpantan Hall Nurture Centre
- Provide opportunities for a new member of staff or volunteer to discuss any issues or concerns about their role or responsibilities
- Enable the person's line manager or mentor to recognise any concerns or issues about the person's ability or suitability at the outset and address them immediately.

The content and nature of the induction process will vary according to the role and previous experience of the new member of staff or volunteer but, as far as safeguarding

Nanpantan Hall Nurture Centre

and promoting the welfare of children is concerned, the induction programme should include information about, and written statements of:

- Policies and procedures in relation to safeguarding and promoting welfare e.g. Child Protection, Anti Bullying, Equality, Physical Intervention, Internet Safety and Prevent.
- Safe practice and the standards of conduct and behaviour expected of staff and students in the establishment,
- How and with whom any concerns about those issues should be raised, and other relevant personnel procedures e.g. Disciplinary, Staff Appraisal and Whistleblowing.

Staff Appraisal

Nanpantan Hall Nurture Centre is committed to supporting every employee to maintain outstanding working practice, to reach their potential; and achieve their personal goals. These in turn will assist Nurture Centre to achieve its objectives. Core principles of the appraisal procedure:

- The appraisal process aims to improve the effectiveness of the organisation by contributing to achieving a well - motivated and competent workforce.
- Appraisal is an ongoing process with an annual formal meeting to review progress.
- The appraisal discussion is a two-way communication exercise to ensure that both the needs of the individual, and of the organisation are being met, and will be met in the next year.
- The appraisal discussion will review the previous year's achievement and will set an agreed Personal Development Plan for the coming year for each member of staff.
- All directly employed employees who have completed their probationary period are required to participate in the appraisal process.
- The appraisal process will be used to identify the individual's development needs and support the objectives of the Training and Development Policy.
- The appraisal process will provide the Head teacher with valuable data to assist succession planning.
- The appraisal process will be a fair and equitable process in line with our Equality Policy.

Ongoing vigilance for all staff

The Directors of the Nurture Centre are committed to ensuring that the Nurture Centre has processes in place for continuous vigilance, so that the environment deters and prevents abuse and challenges inappropriate behaviour. To support this, the Directors create a culture and environment where staff feel comfortable to discuss matters both within, and where it is appropriate, outside of the workplace (including online), which may have implications for the safeguarding of children.

The Directors of the Nurture Centre are aware of their responsibility to address concerns and allegations in relation to staff conduct, including refer allegation to LADO. The Directors are also aware of their duty to refer individuals to the Disclosure and Barring Service if they remove an individual from regulated activity (or would have removed an individual had they not left), and they believe the individual has:

- Engaged in relevant conduct in relation to children and/or adults, and/or
- satisfied the harm test in relation to children and/or vulnerable adults, and/or
- been cautioned or convicted of a relevant (automatic barring either with or without the right to make representations) offence.

Nanpantan Hall Nurture Centre

APPENDIX 1

RECRUITMENT AND SELECTION CHECKLIST

PRE-INTERVIEW	Initials	Date
PLANNING <i>Timetable decided. Job specification and description, and other documents to be provided to applicants, reviewed and updated as necessary.</i>		
VACANCY ADVERTISED <i>Advertisement includes reference to safeguarding, i.e. statement of commitment to safeguarding and promoting welfare of children, and need for successful applicant to be DBS checked</i>		
APPLICATIONS <i>Scrutinised on receipt – any discrepancies/anomalies/gaps in employment noted to explore if candidate to be considered for shortlisting</i>		
SHORTLIST PREPARED		
INVITATION TO INTERVIEW <i>Includes all relevant information and instructions (ask about any reasonable adjustments, if necessary; and prompt candidates to bring all relevant documentation, which must include evidence of their right to work in the UK)</i>		
INTERVIEW ARRANGEMENTS <i>At least 2 interviewers - panel members have the authority to appoint; and have met and agreed issues and questions/assessment criteria/standards prior to interview.</i>		
INTERVIEW <i>Explores applicants' suitability for work with children as well as for the post. NB Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents. Copies of documents taken and placed on file. Where appropriate, applicant completed application for DBS disclosure.</i>		
CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS <i>Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks:</i>		
REFERENCES <i>Sought directly from referees - include job description with reference request in order that referees may cross reference suitability of previous experience for new role.</i>		
IDENTITY & DBS APPLICATION <i>(If that could not be verified and completed straight after the interview)</i>		
PERMISSION TO WORK IN UK IF REQUIRED		
DBS – Where appropriate satisfactory DBS disclosure received		
HEALTH – the candidate is medically fit		
GTC ENGLAND <i>(for teaching posts) is registered with the GTC or exempt from registration</i>		
QTS – <i>(for teaching posts) the teacher has obtained QTS or is exempt from the requirement to hold QTS.</i>		
STATUTORY INDUCTION <i>(For teachers who obtained QTS after 7 May 1999)</i>		
INDUCTION PROCESS – Support Staff		