Safer Recruitment Policy
Manchester Grammar School

1. Introduction

This Safer Recruitment Policy forms part of a wider whole school commitment to safeguarding and promoting the welfare of the children and young adults in our care. This policy should be read along with the School's Safeguarding and Child Protection policy.

1.1 The Manchester Grammar School ("the School") wishes to attract the best possible applicants to vacancies. The School aims to identify and reject applicants who are unsuitable to work with children.

1.2 The School wishes to recruit and retain the highest calibre of employees who will support the whole school commitment to safeguarding. The School is committed to being a supportive employer.

1.3 The School adopts and implements measures set out in the most up to date versions of the statutory guidance Keeping Children Safe in Education, The Prevent Duty Guidance for England and Wales, Disqualification under the Childcare Act and The Education (Independent Schools Standards) (England) Regulations.

1.4 The School and its Governing Body are committed to ensuring consistency of treatment and fairness, and will abide by all relevant equality legislation.

2. Advertising vacancies

All adverts will contain the following statement:

"The Manchester Grammar School is an equal opportunities employer and we welcome applications from all sections of the community. We are committed to safeguarding and promoting the welfare of children and successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS)"

Whilst the exact wording of the statement may need to be changed from time to time, it will always clearly demonstrate the School's commitment to safeguarding.

3. Applications, Shortlisting and References

3.1 All job applicants must fully complete the relevant application form (either Teaching Staff application form, Support Staff application form or Volunteers application form). Incomplete application forms will not be considered. A curriculum vitae will not be accepted instead of an application form.

3.2 Shortlisting will be carried out on the basis of a close match between the job description and the information on a candidate's application form, especially with regard to qualifications, experience and potential to contribute to the School's co-curricular activities.

3.3 Internal candidates will be treated no more or less favourably than external candidates.

3.4 The School requests date of birth purely in order to confirm the identity of applicants. The School does not discriminate on the grounds of age.

3.5 Wherever possible, references will be taken up before the interview stage, so that any discrepancies can be discussed at interview.

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3.6 References must be supplied directly by referees. The School will not accept open references or testimonials provided by a candidate. The School may telephone referees to confirm that a reference is genuine.

3.7 Referees will be asked about a candidate’s suitability for the post, as well as the candidate’s suitability for working with children. A reference is always sought from the candidate’s current employer; in the case of a teaching position, one reference must be from the candidate’s current or most recent headteacher.

3.8 **Candidates must disclose any information which is likely to appear on an Enhanced DBS certificate. This requirement is stated on our application form.** This information must be placed in a sealed envelope and marked 'Private and Confidential'. This envelope will be retained by the Human Resources Department and no other member of staff will have knowledge of it. If a candidate with a disclosure is selected for interview, the envelope will only be passed to the Safeguarding Interviewer. No other member of the interview panel will have knowledge of its contents. At the end of the interview process the Safeguarding interviewer will discuss the disclosure with the High Master before a job offer is made.

4. **The Selection process**

4.1 Shortlisted applicants will be invited to attend an interview. The process will always involve a face-to-face interview.

4.2 Candidates attending interviews for teaching or teaching assistant roles will be observed teaching.

4.3 Candidates will always be required to explain any discrepancies or anomalies in the information made available to the School, including a satisfactory explanation of any gaps in their employment.

4.4 Candidates will always be required to demonstrate their awareness of safeguarding and child protection.

4.5 At least one member of the interview panel will have received Safer Recruitment training.

5. **Pre-employment checks**

5.1 Successful candidates for voluntary work or paid employment (including self-employed people such as Sports Coaches and Visiting Music Teachers) are required to:

- Undergo an enhanced DBS check with the Disclosure and Barring Service; including a check of the Children’s Barred List. (The enhanced DBS certificate must be satisfactory to the School.)
- Prove their identity and address to the satisfaction of the School
- Provide original copies of qualification certificates, where applicable
- Prove that they are eligible to live and work in the UK
- Complete a form stating that they are medically fit to do the job they have been offered
- Undergo an overseas criminal records check if they have lived outside the UK in the past 10 years
- Undergo any further reasonable checks that the School requires to prove suitability to work with children.
- Where appropriate, undergo a Prohibited from Teaching and/or Prohibited from Management of an Independent School check.
- Where appropriate, sign a declaration that they are not disqualified from childcare.

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All offers of employment, verbal or written, are conditional on the above and on the receipt of two satisfactory references (three for teaching staff).

5.2 Prior to starting work, all teaching staff must be checked against the ‘Prohibited from Teaching’ list held by the Department for Education. The School will withdraw any offer of employment if a teacher is found to have been prohibited from teaching. In addition, any new appointment, whether internal or external, to the Senior Management Team, Head of Department, or any prospective new Governor will be checked against the ‘Prohibited from Management of an Independent School’ list held by the Department for Education. The School will withdraw any offer if a person is found to have been prohibited from the management of an independent school.

5.3 Prior to starting work, all staff are required to read the documents listed below and sign to confirm that they have read them:

- Safeguarding and Child Protection Policy
- Code of Conduct for Staff
- Health and Safety Policy
- E-Safety Policy
- Use of Personal Devices Policy
- Acceptable Use Policy
- Behaviour, Rewards and Sanctions Policy
- Whistleblowing Policy
- Part 1 and Annex A of the most recent version of Keeping Children Safe in Education

5.4 Prior to starting work all volunteers must read the documents listed below and sign to confirm that they have read them:

- Volunteers’ Code of Conduct
- Part 1 and Annex A of the most recent version of Keeping Children Safe in Education

In addition, all volunteers must have a safeguarding interview before starting work.

5.5 All staff (paid or volunteers) who are involved in the provision or management of childcare for children under the age of 8 must sign a declaration that they have not been disqualified from childcare.

5.6 In the event that supply staff are used, the School will seek written confirmation that the supply agency has undertaken all the relevant checks. The School will check the original DBS certificate of the supply staff.

6. Induction and Child Protection Training

All new staff and volunteers receive induction training which will equip them to follow the School’s safeguarding procedures and raise child protection concerns appropriately. The checklist which follows is used during this training to ensure that new staff and volunteers have an adequate understanding of their duties with respect to specific safeguarding issues.

Safeguarding Induction Briefing Checklist

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<table>
<thead>
<tr>
<th></th>
<th>I understand that I have a statutory duty to read <em>Keeping Children Safe in Education (KCSIE) 2019, Part 1 and Annex A</em>, and a professional duty to read the School’s <em>Code of Conduct for Staff, Safeguarding and Child Protection Policy, Behaviour, Rewards and Sanctions Policy</em> and <em>Acceptable Use Policy</em>.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I know that Andrew Smith, Pastoral Deputy, is the Designated Safeguarding Lead (DSL) and that the Deputy Designated Safeguarding Lead (DDSL) is Steve Foster.</td>
</tr>
<tr>
<td>3</td>
<td>I know who to contact about a safeguarding concern in the absence of the DSL or DDSL.</td>
</tr>
<tr>
<td>4</td>
<td>I understand the distinction between a concern and a disclosure.</td>
</tr>
<tr>
<td>5</td>
<td>I know that the four types of child abuse are physical, sexual, emotional and neglect.</td>
</tr>
<tr>
<td>6</td>
<td>I understand the types of observation which may give rise to a safeguarding concern in relation to the above or indicate that a child is in need of support (e.g. through Early Help).</td>
</tr>
<tr>
<td>7</td>
<td>I know of, and understand, the Note of Concern system.</td>
</tr>
<tr>
<td>8</td>
<td>I understand that children can be abused and harmed by their peers as well as by adults and know what to do if I suspect peer on peer abuse. I understand that peer on peer abuse can include bullying, physical violence, sexual violence and harassment, initiation ceremonies and youth produced sexual imagery (sexting).</td>
</tr>
<tr>
<td>9</td>
<td>I understand that peer on peer abuse is often carried out by perpetrators under the guise of ‘banter’.</td>
</tr>
<tr>
<td>10</td>
<td>I understand the procedures for handling a disclosure.</td>
</tr>
<tr>
<td>11</td>
<td>I understand that where I believe a child to be in immediate danger or at risk of harm, urgent action is required, and that should I be unable to report the matter immediately to the DSL, DDSL or other member of staff (as in 3 above), I should refer the matter to the police and / or children’s social care myself.</td>
</tr>
<tr>
<td>12</td>
<td>I know how to find the appropriate contact number for children’s social care.</td>
</tr>
<tr>
<td>13</td>
<td>I know to report concerns about the conduct of a member of staff or volunteer to the High Master and I understand the circumstances under which I have a statutory obligation to do so.</td>
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<tbody>
<tr>
<td>14</td>
<td>I know what to do should I have concerns that a safeguarding is not being dealt with properly and am aware of the whistleblowing system.</td>
</tr>
<tr>
<td>15</td>
<td>I understand the nature of the relationship that I am expected to have with pupils, both in person and online.</td>
</tr>
<tr>
<td>16</td>
<td>I understand that should I have cause to restrain a pupil, this should be reported to the DSL via the appropriate paperwork as soon as possible.</td>
</tr>
<tr>
<td>17</td>
<td>I understand the School’s responsibilities in regard to the Prevent duty and know what to do if I believe a child is at risk of radicalisation.</td>
</tr>
<tr>
<td>18</td>
<td>I know that where I suspect that FGM (female genital mutilation) or child trafficking may have occurred, I have statutory reporting duties. I know that I can find further information on this in the School’s Safeguarding and Child Protection Policy.</td>
</tr>
<tr>
<td>19</td>
<td>I understand that a child who is missing from education is more vulnerable to harm than the a child who regularly attends school and the reasons for this. I understand that the school has statutory obligations in regard to CME (Children Missing Education) and understand my responsibilities in relation to this.</td>
</tr>
<tr>
<td>20</td>
<td>I understand the risks posed to children online, how the School and its teachers can minimise them, and what to do if I have any concerns. I know that the School’s e-Safety Officer is Dan Farr.</td>
</tr>
<tr>
<td>21</td>
<td>I understand the ‘Stay Safe’ principles I should follow in the event that I become aware of an attack on site or hear the Stay Safe alarm.</td>
</tr>
<tr>
<td>22</td>
<td><strong>Only to be completed by those who will not have a staff email address:</strong> I confirm that my email address is ________________________________ and I consent for this to be passed to the provider of the School’s online training.</td>
</tr>
</tbody>
</table>

7. Retention of records

7.1 All data will be processed and retained in accordance with the Data Protection Act

7.1 If a successful candidate accepts an offer of employment, all information (including the application form and interview notes) will form part of their personnel file.

7.2 All documents (including interview notes) relating to unsuccessful applicants are securely retained for six months. After six months all documents will be confidentially destroyed.

8. Supply/agency Staff

8.1 Agencies who supply staff to the School must complete the same checks for their employees as the School completes for its own staff and volunteers. The School requires written confirmation that these checks have been carried out before agency staff start work on the School site.

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8.2 The School will verify the identity of all staff supplied by agencies. Agency staff must wear identity badges at all times they are in School.

9. Monitoring procedures and maintaining a safeguarding culture

9.1 The School is committed to monitoring all recruitment procedures to ensure that the best possible procedures are in place. All staff leaving the School will be invited to attend an exit interview.

9.2 The employment checks recorded on the Single Central Register will be audited by the HR Manager six times every academic year. The Safeguarding Governor may perform a spot check at any time without notice.

9.3 The School will ensure that all employees have safeguarding knowledge on an on-going basis. All staff will receive regular child protection refresher training.

9.4 All staff will be kept updated of new developments in safeguarding as soon as it is practical to do so.

9.5 All staff will be made aware of the identity of a new DSL or Deputy DSL should any changes take place.

9.6 All staff will be made aware that if, at any point, there is a risk of immediate serious harm to a child, a referral should be made to children’s social care immediately.* All staff will be made aware that anybody can make a referral.*

10. Monitoring and evaluation

The monitoring and evaluation of the effectiveness of this policy and its implementation will be carried out by the Bursar, taking account of information provided by the Pastoral Deputy Head and HR Manager. The Senior Leadership Team will meet annually to review the effectiveness of the policy.

SLT lead: Bursar

Governing Body lead: Joy Kingsley

Date reviewed by the Governing Body: 27 September 2018

Next Governing Body review: Michaelmas Term 2020

*Keeping Children Safe in Education

Unsupervised access to pupils in any school is classed as regulated activity. Anyone who is engaged in regulated activity must undergo a DBS check. Please click [here](#) to see the Government’s definition of regulated activity with regard to children.