



THE AQUILA SCHOOL

The Aquila Way

## A Guide to- Safer Recruitment

This version 2<sup>nd</sup> July 2020

The Aquila School considers the safety of its pupils of paramount importance and we make a commitment to doing all we can to ensure they are safe and well cared for.

To this end, and in addition to our child protection and safeguarding policy in our schools, we recognise the need to ensure the safety of our pupils when we employ staff regardless of their role.

When advertising for any post we state that

*'We are committed to safeguarding children and young people. All post holders are subject to appropriate vetting procedures and satisfactory Criminal Background Checks or equivalent covering the previous 10 years' employment history'.*

At least one member of the selection and recruitment panel will have successfully completed training in safer recruitment within the last 5 years

Any offer of employment will be subject to

- The receipt of three references – at least one must be from the most recent / current line manager / school Principal as appropriate
- The successful passing of school on-line Educare training (or an in school version for staff who have limited English)
- The provision of police clearances from countries of residence for the last ten years (or since the age of 18 for younger staff)
- Approval from the local regulatory authority
- Cross referencing between the CV and references by the HR team with recorded follow up actions if appropriate
- Proof of identity
- Proof of qualifications (attested copies)
- An experience letter from the most recent employer

All checks will be:

- Confirmed in writing
- Documented and retained on the individual staff files
- Recorded on the school's single central record
- Followed up if they are unsatisfactory or if there are any discrepancies in the information received.

Employment will commence subject to all checks and procedures being satisfactorily completed. Under no circumstances will a member of staff be allowed to start until the relevant checks have been completed.

**'Amazing Learning'**



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Referees will be asked specific questions about the following:

- The candidate's suitability to work with children and young people, if applicable
- Any substantiated allegations
- Any disciplinary warnings, including time-expired warnings, relating to the Safeguarding of children and young people
- The candidate's suitability for the post.

The school Principal will review all references prior to an offer of employment being made.

### The Selection Process

Selection techniques will be determined by the nature and duties of the post, but all vacancies will require an interview of short-listed candidates.

Interviews will, where possible, always be face-to-face and may include additional interview techniques such as observation or exercises. Where this is not possible – for example for teachers currently overseas – there will be at least two phone interviews with at least two members of staff.

Candidates will be required to:

- Explain any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on the Criminal Background check or equivalent.
- Demonstrate their ability to safeguard and protect the welfare of children and young people and their ability and willingness to promote The Aquila School values.

All checks will be:

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

Employment will commence subject to all checks and procedures being satisfactorily completed.

### Induction

All staff who are new to the school will receive an induction handbook which includes information on the school's safeguarding policy and procedures and guidance on safe working practices which would include guidance on acceptable conduct/behaviour through The Aquila School professional code of conduct.

All successful candidates will undergo a period of induction for six months and will have a buddy and a mentor. Each new employee will meet their buddy and mentor informally and will meet



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the school Principal at the end of month one and month six to formally review the induction process.

### **Peripatetic and Hemam Staff**

Any peripatetic (including music coaches and sports coaches) or Hemam staff working in school with children is subject to the same documentation requirements and checks as school staff and their details are kept on the single central record.

### **Contracted Staff such as security and maintenance staff.**

The contracted company will be required to provide a current criminal background check or equivalent for the country they are working in for every member of their staff working in the school or a letter confirming that they have these on file and will be kept up dated every three years.

### **Helping Hands**

In our school we value family members helping on trips and supporting in class as part of our helping hands scheme. All helping hands have training every year which includes information about safeguarding, supervising children, dos and don'ts and minimising the risk of allegations.