

SAFE RECRUITMENT POLICY

Aim

To ensure that the School's policy in relation to the recruitment and employment of Staff, in all their various roles, complies with the legal requirements in this area of the life of the School and, by so doing, help ensure, as far as possible, the safety of the girls. This policy has been drawn up not only with regard to the principles of CRB but also the Independent School Standards Regulations.

Structure for the appointment of Staff

- All Staff, both academic or support/administrative, below the level of Headmaster, Deputy, Finance Officer or Clerk to the Governors will be appointed by the Headmaster and other Staff relevant to the selection of a candidate for a particular role. Every candidate will always be interviewed by at least two members of Staff, one of whom will be the Head or the Deputy. At least one of the interviewing team will have completed relevant safe recruiting training.
- The roles of Head, Deputy, Finance Officer and Clerk to the Governors will be appointment directly by the Board of Governors. Candidates for these posts will be interviewed by a team of at least two persons, at least one of whom will be a Governor. At least one member of the interview team will have completed relevant safe recruiting training.
- All adverts for posts will confirm the School's commitment to safe recruitment.
- All candidates must submit a full cv which must cover all periods of employment. At interview any gaps in employment will be checked and a record made of the fact that the reasons for any gaps are satisfactory.
- The Headmaster's written interview notes will be retained and will form part of the successful candidate's Staff File.
- Two references will always be taken before the confirmation of an appointment. Specific reference will be made to child protection requirements, specifically whether there is any reason why the candidates should not be employed to work with children. If a reference is taken over the telephone, detailed notes should be taken, dated and signed.
- A Full, enhanced CRB check will be required before the confirmation of an appointment.

- The following further checks will be required before final confirmation of appointment:
 - Proof of Name
 - Proof of Address
 - Proof Date of birth
 - Proof of identity
 - Proof of qualification
 - Proof of the right to work in the UK if the candidate is not a national of an EEA country.
- After the decision to appoint has been made, but before final confirmation the successful candidate is required to sign a medical self-disclosure form which confirms that they are physically and psychologically able to carry out the duties entailed in the job.
- The School will require evidence of checks provided by another country for an applicant who has worked abroad.

Prior to invitation for interview candidates will be informed:

- that any previous employer may be contacted.
- that following up references with telephone calls will be a strategy used where this is considered desirable.
- that contact will be made with the school where the candidate last worked, if he or she is not currently working in a school (in order to confirm employment details and reasons for leaving).
- that checks must be completed before an appointment can be confirmed.

Responsibilities

The Head

Will be responsible for ensuring that the procedure is followed for those appointments which are within the role's remit.

The Clerk to the Board of Governors

Will be responsible for ensuring that the procedure is followed for those appointments made directly by the Board of Governors, with the exception of their own. He will ensure that the same checks which apply to the appointment

of Staff will apply to the appointment of Governors, especially all of those applying to identity and the right to work in the UK.

The Chair of the Governing Body

Will be responsible for ensuring that the procedure is followed for the appointment of the Clerk to the Board of Governors

Structure for the appointment of outside contractors, consultants, volunteers and supply Staff

- Outside contractors, who are not to be directly supervised by More House employees, such as cleaners, will only be employed from companies who can provide proof that their employees have gone through the CRB checking process.
- All volunteers, who may have unsupervised access to the girls, must have an enhanced CRB check and two references on file.
- All self-employed consultants, who may have unsupervised access to the girls, must have an enhanced CRB check and two references on file
- Supply Staff will only be employed from accredited companies who can guarantee that their Staff have enhanced CRB checks. The Agency concerned will also be required to supply evidence that they have carried out all the other checks identified in the main body of this policy in relation to name, address, date of birth, qualifications, cv, career history, right to work in the UK and medical status. This evidence must be supplied for each individual member of Staff used.

Responsibilities

The Head

Will be responsible for ensuring that the procedure is followed in relation to volunteers and self-employed consultants.

The Bursar

Will be responsible for ensuring that the procedure is followed in relation to outside contractors.

The Deputy

Will be responsible for ensuring that the procedure is followed in relation to Supply Staff.

Structure for the appointment of members of the Board of Governors

- Candidates will be required to provide the Board with a full cv, proof of identity, proof of qualifications and proof of the right to work in the UK.
- All members of the Board will be required to have an enhanced CRB check.

Responsibilities

The Clerk to the Governors

Will be responsible for ensuring that the procedure is followed in relation to all new appointments to the Board of Governors.

This policy will be reviewed September 2011