



Head of the Class Ltd Safer Recruitment Policy

Policy aims

At Head of the Class, our greatest priority is to ensure that our organisation meets its commitment to safeguard and promote the welfare of children and young people and we acknowledge the importance that safer recruitment plays in this.

We are committed to:

- Recruiting staff of the highest calibre, who share our commitment too safeguarding.
- Ensuring compliance with all relevant legislation and statutory guidance, including 'Keeping Children Safe in Education' (September 18).
- Providing a service which goes 'beyond compliance' and advocates best practice.
- Working in partnership with schools to provide a safer workforce.
- Through our robust recruitment procedures we aim to deter unsuitable individuals in the first instance. If, during the course of application, an individual does not meet the requirements, their application will not be accepted. These requirements are outlined in this document.

Recruitment process

In addition to completing an application form, the applicant is required to submit the following documents to our centres:

- Academic qualification & teaching certificates;
- QTS certificate;
- Valid Enhanced DBS certificate;
- Proof of right to work in the UK;
- Proof of address;
- Details of any spent and unspent convictions;
- A signed declaration that they are not disqualified from working with children or subject to any;
- Any sanctions imposed by a regulatory body.

The above list is not exhaustive.

During the application process, prospective staff/tutors are warned that providing false information may be an offence and could result in the application being rejected, subsequent reversal of a successful application and that they may be referred to the police.

Validation

Our designated safeguarding team thoroughly analyses and evaluates each application. This includes:



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Validating the applicant's DBS status. If the applicant has subscribed to the DBS update service, this will be checked via the online portal, ensuring that they have Enhanced DBS with children's barred lists check. If they do not, a new application will be made.

Analysing the applicant's CV to identify any potential indicators that the individual may be unsuitable to work with children.

These might include:

- Frequent and unexplained job changes.
- Unexplained gaps in employment.
- Referee information from staff other than the Head or Principal of a previous school or a senior manager of a company.

Validating qualifications, QTS, induction status and prohibition checks/teaching restrictions with the National College of Teaching and Learning.

Validating uploaded documents to ensure they meet the requirements (in line with Keeping Children Safe in Education September 18). If they do not, they will be directed to re-upload documents that meet the requirements.

Performing identity checks.

References

We request written professional and character references directly from two independent referees provided by the applicant and endeavour to follow up one of these with a telephone call. This provides an opportunity to check that information is not contradictory or incomplete.

Where applicants have worked with children, either in a paid role or volunteer basis, the current or most recent employer will be asked about all substantiated safeguarding allegations and disciplinary procedures that employers are legally permitted to release.

Overseas checks

For overseas applicants and staff who have lived or worked outside the UK, additional checks will be made, such as obtaining certificates of good conduct from relevant embassies or police forces.

Interviews

Once analysis, scrutiny and validation of the individual's application form and supporting information is complete (including references), an interview is held with the applicant.

Interviewers have received training to perform safeguarding interviews. The interview follows a set format and includes safeguarding questions to explore the following:



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- The applicant's values and attitudes towards children.
- His or her ability to support schools' agenda for safeguarding and promoting the welfare of children.
- Gaps in the candidate's employment history, reasons for leaving teaching posts or moving into supply teaching from permanent teaching mid-career.
- Concerns or discrepancies arising from the information provided by the candidate and/or a reference.
- Opportunity to declare any additional information which may not have been included in the application process.
- Clarification and further information about any information arising on the DBS check.

Approval or rejection

Where the analysis, scrutiny and risk evaluation was completed satisfactorily, with no causes for concern or unexplained anomalies, the application will be approved. This will be recorded in the database, and only at this point will tutors/staff be placed with our young learners.

Where there are any unexplained anomalies, causes for concern (no matter how minor) or validation checks that cannot be completed, the application will be referred to a scrutiny board, chaired by the Designated Safeguarding Lead.

Where uncertainty exists, impartial advice will be taken from an independent safeguarding expert.

Where concerns cannot be resolved, the application will be rejected. Applicants will be informed by email whether their application has been accepted or rejected.

Start of employment and induction

All pre-employment checks will be completed before an individual is approved by Head of the Class Ltd. Once approved, tutors are required to confirm that they have read the following documents before they are available to be placed with young learners:

- Head of the Class Safeguarding Children and Young People Policy
- Head of the Class's Whistleblowing Policy
- Working Together to Safeguard Children (July 2018)
- Keeping Children Safe in Education (Sep 2018)
- Child Abuse Concerns: guide for practitioners (March 2015)

Tutors will be actively and strongly encouraged to register with the DBS update service.

Checks will initially be made manually, but the system will very shortly be configured to check the Update Service automatically. Checks can therefore occur daily, not just periodically. Should a disclosure be added, this will be flagged immediately and will be



reviewed before the alleged person is placed with a young learner. This mitigates the risk of the tutor/staff member having further and inappropriate contact with children.

Responding to allegations against tutors

If an allegation is made against a tutor/staff member, it is the responsibility of the centre in which the allegation was made to follow the allegations procedures in line with statutory guidance (Keeping Children Safe in Education September 18).

In the first instance the centre manager/safeguarding lead should consider whether the information contained in the allegation indicates that the threshold for LADO intervention has been met (see paragraph 146 of Keeping Children Safe in Education September 2016).

If the threshold has been met it is the centre's responsibility to contact the LADO. The centre manager/safeguarding lead will be involved in any allegations meetings that take place, and will ensure that agreed actions are met. Head of the Class understands that if an individual is removed from working in regulated activity (or would have been removed had they not left) a referral must be made, by law, to the Disclosure and Barring Service. In this case, the centres will complete the referral.

If, having considered the allegation information, the centre considers that the threshold for LADO intervention has not been met, arrangements should be made with the centre manager to meet and resolve the case without delay. HR support will be used for this meeting.

For more information, please refer to our Whistleblowing Policy.

Monitoring

These policy and procedures will be reviewed annually, or in the following circumstances:

Changes in legislation and/or government guidance.

As required by the Department for Education or Local Safeguarding Children Boards.

As a result of any other significant change or event.

Reviewed by: Abrar Al-Habtari (Safeguarding Lead) Date: 01/01/2019