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Europa School UK Central Record of Recruitment and Vetting Policy.

Version and Date		Action/Notes
V1.0		
V2.0	21 July 2020	Updated to reflect the capital and LocatED works on site during the academic year 2020-21
V3.0	21 July 2021	renewed
V4.0	21 July 2022	renewed - retaining the LocatED work on the school site
V5.0	21 July 2023	updated for updated documentation
V6.0	21 July 2024	updated to add My new term platform
V7.0	July 2026	reviewed
Review Date August 2027		Update for new academic year

Europa School UK is committed to safeguarding the welfare of children and as employers are responsible for ensuring that they have a written recruitment and selection policy in accordance with “Keeping Children Safe in Education” (2024).

Purpose

Safeguarding and promoting the welfare of children is an integral factor of school management. Robust and rigorous recruitment and selection practices helps deter or reject unsuitable applicants from gaining positions within schools and helps to ensure that the workforce is fully committed to the safe welfare of children who contribute to a safe and secure school environment.

The purpose of this policy and associated guidance is to collate principles of good practice and to provide guidance that incorporates the nationally recommended approaches to safeguarding children.

Scope

The measures described in this policy are applied in school where adults work with children who are children under 18 years of age.

Roles and Responsibilities

The Principal is responsible for the internal organisation, management and control of the school. However, all staff and volunteers have an integral responsibility in ensuring that the school environment is safe and secure for children and that appropriate procedures are followed.

The Principal should ensure that at least one person in the school has completed safer recruitment training either via online training website or by attending the Oxfordshire County Council “Safer Recruitment” training. This person(s) should sit on all staff recruitment panels.

Equal Opportunities

This school is committed to securing genuine equality of opportunity. Our staff are encouraged to demonstrate their commitment to equality by taking action which eliminates discrimination and promotes equality of opportunity.

The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of gender, race, marital status, national or ethnic origin, nationality, disability, sexuality, sexual orientation, age, religion, trade union membership/non-membership, status or number of hours worked.

Safeguarding Statement

This School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an Enhanced Disclosure and Barring check along with other relevant employment checks.

Europa School UK has service level agreements with its onsite contractors, tenants and organisations regarding equivalent vetting procedures.

All visitors report to Reception and sign in and are allocated a Visitor’s Badge which must be worn for the duration of their visit.

Contractors report to Reception and must be DBS checked. They provide evidence of their employment in the form of their work badge.

All staff, regular visitors, volunteers and Governors are required to be DBS checked.

The Recruitment Process

The main elements of the process are:

- Ensuring job descriptions/role profiles are up to date and make reference to the responsibility for safeguarding and promoting the welfare of children
- Ensuring that the person specification includes specific reference to suitability to work with children.
- Advertising
- Using application forms to obtain and scrutinise comprehensive information about applicants
- Ensuring references are obtained that help assess applicant's suitability for the post through specific focussed questions
- Conducting face to face interviews, wherever possible, that ask appropriately robust questions, where a face-to-face interview is not possible, for example when the candidate is from abroad, completing a risk assessment and holding a face to face meeting, verifying documents before the candidate meets any children.
- Verification of applicant's identity
- Verification of qualifications and skills.
- Verification of an applicant's previous employment history and experience.
- Completion of mandatory employment checks, such as List 99 and Enhanced Disclosure and Barring check via the Disclosure and Barring Service.
- Verification that the applicant has the health and capacity for the job.
- Induction programmes that ensure a safeguarding children culture is adopted and embedded into continuing practice
- Performance Management

In 2024-25 the school will use the online platform My New Term to support recruitment administration.

Central Record of Pre-Employment Checks

In addition to the various staff records kept in schools and on individual personnel files, a single central record of recruitment and vetting checks will be kept in accordance with Ofsted requirements.

The record will contain details of checks on the following people:

- All staff who are employed to work at the school;
- All staff who are employed as supply staff to the school whether employed directly by the school or local authority or through an agency;
- All others who have been chosen by the school to work in regular contact with children. This will cover volunteers, governors who also work as volunteers within the school, and people brought into the school to provide additional teaching or instruction for pupils but who are not staff members, e.g. a specialist sports coach or artist.

The record of checks will be kept up to date and be readily available for Ofsted.

For the purposes of creating the record of checks for supply staff provided through a supply agency (whether local authority or commercial), the school will request written confirmation from the supply agency that it has satisfactorily completed all relevant checks. The school

does not need to carry out or see the checks itself except where there is information contained in the DBS Disclosure.

Identity checks will be carried out by the school to confirm that the individual arriving at the school is the individual that the agency intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential.

The central record will indicate whether or not the following have been completed:

- Identity checks;
- Qualification checks for any qualifications legally required for the job e.g. those posts where a person must have QTS, NPQH, PGCE, Cert Ed. Additionally, for those applying for teaching posts, registration checks with the GTC where appropriate; Checks of permission to work in the United Kingdom;
- List 99 checks;
- DBS Enhanced Disclosure;
- Further overseas criminal records checks, where appropriate.
- Prohibition from teaching checks

Where the governing body provides services or activities directly under the supervision or management of the school's staff, the school's arrangements for staff appointments will apply.

Governors will ensure that proper records are kept.

Protection of Children Act and Referral to the Children's Safeguarding Unit (List 99) at the DfE.

There is a statutory requirement for the provision of the Protection of Children Act and List 99 scheme to be applied where employees work in the provision of care services to children. Employees at a school who are dismissed, who resign in circumstances which may have led to dismissal or where a disciplinary transfer has occurred on grounds of misconduct which harmed or placed a child at risk of harm will be referred to the Children's Safeguarding Unit (List 99) at the DfE.