

The St Michael Steiner School

Safe Recruitment and Selection Policy

It is the policy of The St Michael Steiner School to recruit the most suitable person for each vacancy, regardless of sex, colour, race, nationality, national or ethnic origins, religion or beliefs, age, sexual orientation or disability.

We will ensure that all applicants and staff are fully vetted under OfSTED's safeguarding and child protection procedures using the following checks (as stated in Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014:

- Identity: documented proof.
- Academic qualifications: documented proof.
- Professional references: the referee should be asked to confirm:
 - whether the applicant has been the subject of any disciplinary sanctions
 - whether the applicant has had any allegations made against them.
 - if concerns have been raised which relate to the safety or welfare of children and young people
 - the applicant's behaviour towards children or young people.
 - the applicant's suitability to work with children and young people.
- Character references.
- Previous employment history: consider any history of gaps, repeated changes in employment or moves to supply work, without clear and verifiable reasons, or unexplained gaps in teaching of longer than three months.
- Enhanced Disclosure and Barring Service (DBS) with barred list information
- A prohibition from teaching check using the Teaching Services lists.
- A check to establish the person's right to work in the UK
- Those who have lived or worked outside the UK should be checked for any teacher sanction or restriction that a European Economic Area professional regulating authority has imposed. We will consider the implication of any such sanction or restriction before employment.
- Health check.

Information gathered is entered into the single central record and dated.

These checks are initiated immediately upon appointment. Staff awaiting check results will be accompanied by another member of staff until they have been received, provided that proof of identity and professional references have been received. In the case of Trustees, they will not be allowed on the premises during the school day, or when children are present, until the results have been received.

Upper School Teachers for 3 or 4 week Blocks

The St Michael Steiner School will employ some teachers for short periods of 3 – 4 weeks to cover main lesson blocks in the Upper School. In this situation:

- if he or she is currently in permanent employment in a School, the St Michael Steiner School will not undertake a DBS check on that person, subject to receiving confirmation from the School where the teacher is employed that a DBS check has been undertaken
- Any teacher who has been out of a permanent or continuous (if in different schools in the case of peripatetic teachers) teaching position for a period of more than 3 months will be required to have an enhanced DBS check.

A record of evidence will be kept to show that these checks have been carried out in respect of staff, supply staff and volunteers whether recruited directly or through an agency.

- We will use the interview process to ensure potential staff are committed to and able to safely act on their roles and responsibilities towards children's welfare and safety.
- We will use our induction process to ensure staff know how to identify, act on and report child abuse concerns.
- We ensure staff have access to, read and understand our Safeguarding policy, procedures and related requirements.
- We ensure staff have access to child protection training, often during Inset Days.
- All new staff are appointed a mentor who will be an experienced member of staff.
- We monitor staff stress levels and advise how they should seek help and support if feeling stressed.
- Staff are involved in weekly pedagogical meetings for early years, lower and upper school, providing further time in a supportive team setting.
- We ensure all staff are aware of our Whistle-blowing policy where staff are encouraged and supported to discuss any safety and welfare concerns they have about colleagues with the designated person or mentor.