

The St Michael Steiner School

Safer Staff Recruitment Policy

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The St Michael Steiner School Recruitment Policy will:

- be fair and consistent;
- be non-discriminatory on the grounds of sex, race, religion, age, and/or disability;
- conform to statutory regulations and agreed best practice.
- ensure that all applicants and staff are fully vetted under OfSTED's safeguarding and child protection procedures as stated in Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 and the DfE statutory guidance: Keeping Children Safe in Education (September 2023).
- ensure that at least one interviewing/appointing College member/trustee has recent training in Safer Recruitment in Education.

Staff Applications Procedure

1. Advertisements for staff vacancies should have a closing date for applications.
2. Any requirements, such as experience, qualifications or training, should be stated in the advertisement.
3. The salary for the position should be stated in the advertisement. Salaries currently offered for teaching positions are published in the current budget statement for the appropriate period.
4. Advertisements should carry the statement: 'The St Michael Steiner School will ensure that all applicants and staff are fully vetted under OfSTED's safeguarding and child protection procedures as stated in Part 4 of the Schedule to the Education (Independent School Standards) Regulations 2014 and the DfE statutory guidance: Keeping Children Safe in Education (September 2023)'
5. Applicants should submit a completed application form as well as a personal CV.
6. All teaching staff applications should be passed to the College of teachers and a designated person¹ appointed who will then follow it up.
7. The designated person will then:
 - Read the application, decide whether the applicant has the necessary qualifications and experience and ensure that an application form, a C.V. and the names and contact details of two appropriate referees² are provided.

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The designated person is usually the Bursar.

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Appropriate referees should include the applicants current employer and, if they do not work with children, someone who knows them in a role involving contact with children.

- Consider and enquire about any history of gaps in employment, repeated changes in employment or moves to supply work, without clear and verifiable reasons, or unexplained gaps in teaching of longer than three months.
 - If any paperwork is missing, contact the applicant and request it.
 - If the applicant is not qualified for the position, contact them in writing.
8. If the applicant is qualified and a completed application form, a C.V. and referees have been provided, the designated person will then:
- Contact the referees, giving information about the position and asking the professional referee(s) 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 referees should be asked whether they believe the applicant is suitable for the position and to comment on their relationship with, and behaviour towards, children.
 - When all of this has been done and satisfactory references have been received, the designated person will email the Staff Interviewee Declaration to the applicant and request that it be returned before the interview.
9. The designated person will then pass the application to a designated teacher³ who will:
- Invite the applicant for interview, to visit the school, to observe and teach class(es) prior to interview.
 - Make arrangements for the observation and teaching part of the interview process.⁴
 - Be prepared to give all relevant information (including financial) about the position applied for and answer any questions the applicant may have.

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Applicants are interviewed by a member of staff familiar with the position: e.g. language teachers arrange interviews for potential language teachers; admin staff will be involved in the hiring of a receptionist, etc. At least one of the interviewers must be a College member who has recent training in Safer Recruitment in Education.

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Potential teaching staff are usually required to teach at least one lesson as part of their interview process, observed by a member of staff; potential Class Teachers are typically asked to visit for two days.

- If the applicant is unable to visit before the interview, the designated person should give this information by phone, email, or in writing.
 - If the applicant is unable to attend an interview in person, consult the College about whether to proceed with the application and allow an interview via Skype.
 - Consult the College chair and anyone else who may need to be on the interviewing panel (e.g. a trustee) about a convenient time for interview.
 - Confirm the date and time of the interview with the applicant and the interviewing panel.
10. During the interview, take note not only of what the applicant says, but how they answer your questions. If an answer is not clear, or if something in the application form or CV was not clear, ask for clarification.
 11. The interviewing panel will interview the applicant and tell them when they can expect to hear from the school (this must be after the closing date for applications).
 12. When the closing date for applications for the post has passed, and all interviews have taken place, all candidates should be considered by the College at the next meeting. Responses from referees must be considered.
 13. If a decision cannot be reached at the meeting, another should be planned and candidates advised of the delay. This stage can be repeated until a decision is made, but it should be reached within a reasonable period of time.
 14. When a decision had been made, all candidates should be informed in writing immediately.
 15. The successful candidate should be sent a formal offer letter including information regarding the probationary period, the salary and the start date. They should be asked to respond in writing within one week.
 16. When confirmation has been received, the designated person should inform the College and the Bursar, of the appointment and start date.
 17. Both the offer letter and the acceptance letter should be printed and filed in the applicant's staff file.
 18. The Bursar will then run all necessary pre-employment checks (incl. identity, medical fitness, right to work in the U.K. 5 DBS and overseas criminal record checks).
 19. The Bursar will also ensure that the applicant is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the GTCE before its abolition in March 2012, and that anyone taking up a management position is not subject to a section 128 direction made by the Secretary of State.
 20. Applicants who will work in the kindergarten or in wraparound childcare for children up to the age of 8 must sign a form to confirm that they have not been disqualified under the 2018 Childcare Disqualification Regulations.
 21. All offers of appointment remain conditional until satisfactory completion of the mandatory pre-employment checks.
 22. When all checks have been returned clear, the Bursar should issue two copies of the contract of employment. The contract should include a Covering Letter. Both copies of the Contract

should be signed by the applicant and countersigned by the College Chair. One copy should be filed in the applicant's staff file and the other should be returned to the applicant.

23. Before the applicant's start date, ensure that the following information has been received:

- Documented proof of identity (see <https://www.gov.uk/government/publications/proof-of-identity-checklist/proof-of-identity-checklist> for guidance)
- At least two references.⁵
- Any qualifications relevant to the position.
- P45 from previous employer or HMRC Starter Checklist*
- A current DBS check⁶
- Any other relevant police checks, including the Prohibition list check .⁷
- A photocopy of the applicant's passport and any relevant Visas, work permits etc.
- Completed 'Staff Emergency Details' form*
- Completed 'Medical' form*
- Completed 'Staff Starter Form'*

*these checks can be done after the person has started work if necessary.

24. If required checks cannot be obtained before the new staff member is due to start work, they may work under supervision by a staff member for whom the school has all required documentation. In this event the school must also obtain a separate children's barred list check.

25. When the new staff member starts work at the school their information will be added to the Single Central Record, and a file created for them in the filing cabinet.

26. The College should appoint a mentor. The mentor will be responsible for taking the new teacher through the induction process, ensuring that they have all the information they need,

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References are typically received via email and printed for staff files. However it is also acceptable to take references over the phone. In this case notes should be taken for the staff file, with the date and the signature of the person who took the reference.

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To work at the school teachers must hold an Enhanced DBS check with barred list check. DBS checks are transferrable between jobs if the applicant has been consistently working with children with breaks of no more than 3 months. If in doubt, DBS checks can be easily and quickly processed online. Please note: it is illegal to keep DBS certificates at school or to photocopy these certificates. The applicant should bring the DBS certificate in as proof, and the DBS number and date of check should be noted down for the applicant's file.

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If an applicant has worked overseas, further checks may be necessary. If possible the most straightforward way to deal with this is to ask applicants to bring Criminal Records Checks with them when they come from the country in question. If this is not possible there is a list of countries and checks available on the Gov.UK website: <https://www.gov.uk/government/publications/criminal-records-checks-for-overseas-applicants>. Employers have a duty to follow up Criminal Record Checks to the best of their ability. However, UK authorities recognise that some checks are not practical or reliable, and some countries do not offer checks at all. In cases where there is no practical, reliable check available it is left to the judgement of the employer, in this case, the College in consultation with the trustees.

answering questions and generally helping them to settle into the school, as well as providing ongoing support and advice.

27. The College of Teachers will review new members of staff at the end of their probationary period and decide on appropriate action. This action may include:
- confirming a permanent position via a formal acceptance letter; the staff member should respond to this letter in writing, and again both letters should be printed and filed in the staff file;
 - extending the probationary period: this may be necessary in cases where a member of staff has not yet settled into the role, or where they have very little contact time at the school and more lessons are necessary to deem the appropriateness of the teacher;
 - ending the contract: in this case, the member of staff should be asked to meet with two members of College and given the termination letter in person along with a verbal explanation.

Peripatetic Teachers

The St Michael Steiner School employs some teachers for short periods of 3 – 4 weeks to teach Main lesson blocks in the High School or Middle 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 an enhanced DBS check with barred list check has been undertaken. The bursar will then request to see the certificate and the number will be entered into the SCR
- 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 with barred list 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.
- All staff are appointed a mentor who is an experienced member of staff and will follow the school's mentoring guidelines including:
- Taking their mentee through the induction process to ensure they know how to identify, act on and report any concerns about the safety or welfare of children.
- Providing access to our Safeguarding policy, procedures and related requirements and ensuring that they read and understand them.
- Providing access to Child Protection training, during Inset Days and via the school on-line training provider EduCare.
- Monitoring the mentee's stress levels and advising how to seek help and support if feeling stressed.
- Staff are involved in weekly pedagogical meetings for Early Years, Lower school and High school, providing further time in a supportive team setting.

- We ensure all staff are aware of our Whistle-blowing policy where they are encouraged and supported to discuss any safety and welfare concerns they may have about colleagues with the DSL or a mentor.

Review date: July 2024