



Safer Recruitment Policy

2019 - 2020

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

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The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

Safeguarding Children and Young People

The Hammond has a commitment to safeguard and promote the welfare of children and young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding among our workforce.

The post you are applying for involves working with and having opportunity for contact with children and you will be subject to The Hammond's safer recruitment process.

Pre-Employment Vetting

As part of its safer recruitment and selection process, we operate a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below.

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (work with children and/or young people) exempt from the Act, and therefore requires individuals seeking to work with these groups to be subject to an enhanced Disclosure and Barring Service check, amongst others.

This post is classed as exempt under the Rehabilitation of Offender Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

Disclosure and Barring Service (DBS) Disclosure

Successful applicants seeking to work with children and/or young people will be required to undergo an enhanced DBS disclosure check before commencing work; this will include a check against the DBS Children's Barred List. A DBS Children's Barred List check is the minimum check required for staff working at The Hammond.

The Hammond is aware that if there is a delay in obtaining a DBS check, a thorough risk assessment should take place and a member of staff must accompany the individual at all times.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than six months, an additional police check will be required with the normal or most recent country of residence.

It is the school's right to ascertain information relating to the applicant under section 3 (2) of the 2006 Act; the proprietor will not consider the employment of an individual who has been barred from regulated activity with children and therefore who appears on the Barred List/ List 99.

The Hammond will undertake a separate barred list check in the event that:

- A new enhanced disclosure with barring information is required but is not received in advance of a member of staff starting work in regulated activity; or
- A pre-existing enhanced DBS check is accepted under the three-month rule for a member of staff starting work in regulated activity; or
- A pre-existing enhanced DBS check without barring information is accepted from a candidate who has subscribed to the DBS update service.

The Hammond is aware that, from January 2018, a basic check of unspent convictions is available for use for prospective employees who will not have regulated contact with children.

The Hammond is aware that KCSIE does not expect schools to retain copies of DBS certificates.

The Hammond will also check that anyone employed or engaged to carry out teaching work in school is not subject to a prohibition order issued by the Secretary of State.

In the case of staff who care for, train, supervise, or are in charge of boarders, the proprietor will check that Standard 14 of the NMS for Boarding Schools is complied with.

In line with DfE advice, The Hammond will use discretion as to when self-employed people should be treated as staff or contractors.

Any teacher at the school who teaches children aged 8 and under will be required to complete a Staff Disqualification Declaration form to confirm that they are not disqualified to teach under the Childcare (disqualification) Regulations 2009 or the Childcare Act 2006. This includes disqualification by association.

The school will also check whether there are any prohibitions, directions, sanctions or restrictions with the Department for Education, depending on the role being offered, as per Keeping Children Safe in Education September 2018. This system will also be used to check for Qualified Teacher Status.

For staff undertaking a management responsibility, the school will also check for a Prohibition on Participation in Management in line with Section 128 of the Education and Skills Act 2008.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate (which will be copied for our records) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a Professional Body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate (which will be copied for our records) along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. Under certain circumstances The Hammond will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of which must be your most recent employer. One reference must be from a referee where the employment involved working with children and/or young people. If you have undertaken voluntary work with children and/or young people, you should use the voluntary supervisor as a referee.

References ideally should be from a senior person with appropriate authority, not just a colleague.

Any information provided directly by the candidate should be verified. The Hammond will verify that electronic references originate from a legitimate source.

If you have not previously worked with either children and/or young people, you must provide a character reference from someone who is able to confirm your suitability to work with children and/or young people. This would normally be someone in authority, for example, a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference. In addition, we will seek references from educational establishments for those applicants with no previous employment history.

Under no circumstances will open references (addressed 'to whom it may concern') be accepted.

In all cases, The Hammond will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

The Hammond has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Residents of the European Economic Area (EEA) will be able to provide evidence by presenting a valid passport. Residents from the eight accession states must be registered with the Accession State Worker Registration Scheme.

Further information about the scheme can be obtained from www.workingintheuk.gov.uk

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of the school's medical assessment procedure.

Supply Staff

A person offered for supply by an employment business will only begin to work at the school once The Hammond has received written notification from the employment business that an enhanced DBS has been successfully obtained, and that The Hammond has sight of it. The Hammond will also require identification checks prior to commencement of work. The Hammond will require the employment business takes up references, obtains a declaration of medical fitness, and checks previous employment history. The identity of the supply staff must be checked on arrival at school to ensure that they are the same person on whom checks have been carried out.

Important Notice to All Applicants

As stated previously, all offers of appointment are made subject to the satisfactory outcome of the pre-employment checks for the post.

Policy Details

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