



iCollege

Alternative Education West Berkshire

Safer Recruitment Policy

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Written by:	Faye Miller (Using WBC model policy)
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1. Purpose

- 1.1 The purpose of this policy is to set out the school's approach to good practice in recruitment in line with the statutory guidance [Keeping Children Safe in Education](#).

2. Applicability

- 2.1 This policy applies to all employees, governors and volunteers working in the school.

3. Policy

- 3.1 This school is committed to using robust, rigorous and fair recruitment and selection practices to appoint the best people to work in the school, to help deter or reject unsuitable applicants from applying for and gaining positions within the school, and to ensure that the workforce is fully committed to the safety and welfare of children in a safe and secure school environment.

4. Implementation

- 4.1 This policy will be implemented by using the safer recruitment guidance for schools provided by the local authority.

5. Roles and Responsibilities

- 5.1 The Management Committee will appoint a selection panel consisting of at least three of its members (excluding the head teacher) to appoint a head teacher or a deputy head teacher. It will seek, and have regard to, advice from the local authority.
- 5.2 The Management Committee has delegated responsibility to appoint all other staff to the head teacher.
- 5.3 Governors may be invited to attend and be involved in recruitment and selection panels for staff in the school.
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5.4 The head teacher is responsible for the internal organisation, management and control of the school. All staff and volunteers have a responsibility to ensure that the school environment is safe and secure for children and that appropriate procedures are followed.

5.5 Management Committees, head teachers and recruitment panels will ensure that the statutory guidance contained in [Keeping Children Safe in Education](#) is adhered to.

6. Advertising

6.1 In the interest of fair and open recruitment, consideration will be given to advertising vacant posts and how best to bring them to the attention of persons qualified to fill them, including making use of any the local authority's advertising publications.

6.2 In the case of a vacancy for a head teacher or deputy head teacher, the Management Committee must advertise the vacancy or post in such manner as it considers appropriate, unless it has good reason not to. The Management Committee will seek advice from the local authority before deciding not to advertise.

7. Safer Recruitment Training

7.1 Safer recruitment training became mandatory for the recruitment of school staff from 1 January 2010. This means a recruitment panel must have at least one member who has completed the training; or where an individual is in charge of recruitment, that individual must have completed the training. It is the responsibility of schools to comply.

7.2 An e-learning course is available from The Key/NSPCC online, or face to face training can be booked by emailing cyptraining@westberks.gov.uk

7.3 The school will adhere to local authority guidance and ensure that staff and governors are suitably trained to undertake safe recruitment.

8. Equal Opportunities

8.1 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.

8.2 The recruitment and selection process will be applied fairly and consistently to all applying for positions within this school regardless of age, disability, gender reassignment, marital or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation, or trade union membership/non membership.

9. Safeguarding statement

9.1 Information sent out to all candidates for appointment will include the following statement;

"Safeguarding and promoting the welfare of children is integral to effective management in our school. 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 Disclosure and Barring Service (DBS) checks where appropriate along with other relevant employment checks."

10. Single central record (SCR)

10.1 A single central record of all pre-employment checks will be maintained, and will

be available for inspection by the local authority as well as Ofsted. This includes;

- All staff who are employed to work at the school including salaried teacher trainees ;
- All staff who are employed as agency, supply staff* or contractors** 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, 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 artists.

10.2 Details of what to include on the single central record can be found in the safer recruitment guidance for schools.

10.3 *For agency staff, supply staff provided through a supply agency and contractors through a contractor organisation the school will request written confirmation from the agency/organisation that it has satisfactorily completed all relevant checks for each individual that the agency/organisation supplies to the school. The school should record the date this confirmation is received on the SCR. 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/organisation intends to refer to them. Information disclosed as part of a DBS Disclosure will be treated as confidential. ** where a contractor is self-employed the school should obtain the DBS check as self-employed people are not able to make an application directly to the DBS on their own account.

Head Teacher: Jacqueline Davies	Sign: 	Chair of Governing Body: Tim Pritchard	Sign:
Date		Date:	

Change Record				
Version Number	Date Approved	Management Committee Minute Reference	Description of Amendments	Review Date
<i>1</i>	<i>03.03.26</i>	<i>MC</i>	<i>Amended from West Berks model policy and KCSIE</i>	<i>February '26</i>

Keeping Children Safe in Education

All staff at iCollege take seriously their responsibility to protect and safeguard the welfare of children and young people in their care; this includes providing help and support to meet the needs of children as soon as problems emerge; protecting children from maltreatment whether that is within or outside the home, including online; preventing impairment of children's mental and physical health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.