

# GREENSIDE FILM FACTORY

## Safeguarding and Safer Recruitment



**September 2021**

The Governing Body of Greenside School adopted this policy on 1<sup>st</sup> Sept '18  
(Updated each year since by LG)

**GREENSIDE FILM FACTORY  
SAFEGUARDING STUDENTS – SAFER RECRUITMENT**

## **1. RECRUITMENT PROCESS**

In recruiting staff, at each stage of the process, we aim to consider and cover all issues in connection with child protection, safeguarding and promoting the welfare of our students. The important stages in this process include

- ensuring that the advertisement and job description make reference to the responsibility for safeguarding and promoting the welfare of students.
- ensuring that the person specification includes specific reference to suitability to work with students.
- obtaining and scrutinising full information from applicants and taking up and satisfactorily resolving any discrepancies or anomalies.
- obtaining independent professional and character references that answer specific questions to help assess an applicant's suitability to work with students and following up any concerns, prior to an offer being made.
- a face-to-face interview that explores the candidate's suitability to work with students as well as her or his suitability for the post.
- verifying the successful applicant's identity and qualifications.
- checking previous employment history and experience.
- verifying that the successful candidate has the health and physical capacity for the job.
- ensuring an Enhanced Disclosure clearance via the Criminal Records Bureau is obtained and that List 99 is checked.

A checklist (Appendix A) is used to ensure that all these important recruitment stages are completed. The checklist includes a cross reference to the DfE document 'Safeguarding Students and Safer Recruitment in Education'.

## **2. RECRUITMENT OF EX-OFFENDERS**

In accordance with the Disclosure & Barring Service, having a criminal record will not necessarily bar a candidate from employment. This will depend on the nature of the post, and the circumstances and background of any offences. In reaching decisions about suitability for appointment, the following will be taken into consideration

- Whether the conviction or other matter revealed is relevant to the position in question
- The seriousness of any offence or other matter revealed
- The length of time since the offence or other matter occurred
- Whether the applicant has a pattern of offending behaviour or other relevant matters
- Whether the applicant's circumstances have changed since the offending behaviour or the other relevant matters, and
- The circumstances surrounding the offence and the explanation(s) offered by the convicted person

Access to disclosure of criminal convictions is restricted to TEF Officers nominated for this purpose.

### **3. MONITORING OF PROCEDURES**

The Trust is responsible for ensuring that the school has effective policies and procedures in place in accordance with government/local authority guidelines. The Trust is also responsible for monitoring the school's compliance with these guidelines.

In respect of the general issue of 'Safeguarding Students and Safer Recruitment in Education' the Greenside Trust will ensure that:

- Greenside has a child protection policy and procedures in place that are in accordance with local authority guidance and locally agreed inter-agency procedures, and the Trust and the policy is made available to parents/ carers on request;
- Greenside operates safe recruitment procedures and makes sure that all appropriate checks are carried out on staff and volunteers who work with students;
- Greenside has procedures for dealing with allegations of abuse against members of staff and volunteers that comply with guidance from the Trust and locally agreed inter-agency procedures;
- The HoS is designated to take lead responsibility for dealing with child protection issues, providing advice and support to other staff, liaising with the local authority, and working with other agencies
- In addition to basic child protection training the designated person undertakes training in inter-agency working that is provided by, or to standards agreed by the LSCB (Local Safeguarding Children's Board), and refresher training at two yearly intervals to keep his or her knowledge and skills up to date;
- The HoS, Executive Head and all other staff who work with students, undertake appropriate training to equip them to carry out their responsibilities for child protection effectively, that is kept up to date by refresher training at three yearly intervals, and temporary staff and volunteers who work with students are made aware of the school's arrangements for child protection and their responsibilities;
- They remedy without delay any deficiencies or weaknesses in regard to child protection arrangements that are brought to their attention;
- A member of the Trust (Jem Shuttleworth) is nominated to be responsible for liaising with the local authority and/or partner agencies, as appropriate in the event of allegations of abuse being made against the Executive Head and:
- They review their policies and procedures annually and provide information to TEF about them and about how the above duties have been discharged.

**APPENDIX A**

#### **GREENSIDE FILM FACTORY SAFER RECRUITMENT – CHECKLIST**

**Each stage of the recruitment process is cross-referenced to the guidance provided in the DfE document 'Safeguarding Students and Safer Recruitment'.**

	Name	Date
<b>INVITATION TO INTERVIEW</b> Includes all relevant information and instructions		
<b>INTERVIEW ARRANGEMENTS</b> At least 2 interviewers: panel members have authority to appoint: have met and agreed issues and questions/assessment criteria/standards – paragraphs 3.40 – 3.42		
<b>INTERVIEW</b> Explores applicants' suitability for work with students as well as for the post – paragraphs 3.43 and 3.44		
N.B Identity and qualifications of successful applicant verified on day of interview by scrutiny of appropriate original documents: copies of documents taken and placed on file; where appropriate applicant completed application for CRB Disclosure – paragraphs 3.37 and 3.38		
<b>CONDITIONAL OFFER OF APPOINTMENT: PRE APPOINTMENT CHECKS</b> Offer of appointment is made conditional on satisfactory completion of the following pre-appointment checks and for support staff posts a probationary period – paragraphs 3.45 – 3.49		
<b>REFERENCES</b> (if not obtained and scrutinised previously)		
<b>I DENTITY</b> (if that could not be verified on the day of interview) - paragraph 4.13		
<b>DBS/ CRB</b> – Where appropriate satisfactory CRB Disclosure received – paragraphs 4.18 to 4.21		
<b>HEALTH</b> – the candidate is medically fit – paragraph 4.38		
<b>QTS</b> – (for teaching posts in maintained schools the teacher has obtained QTS or is exempt from the requirement to hold QTS (for teaching posts in FE colleges the teacher has obtained a Post Graduate Certificate of Education (PGCE) or Certificate of Education (Cert. Ed) awarded by a Higher Education Institute (HEI), or the FE Teaching Certificate conferred by an Awarding Body – paragraph 4.40		
<b>STATUTORY INDUCTION</b> (for teachers who obtained QTS after 7 May 1999) – paragraphs 3.50 and 3.51		