



The Abbey

The independent school for girls aged 3-18.

Safer Recruitment Policy

The Abbey School, Reading



17 Kendrick Road, Reading, Berkshire RG1 5DZ
Company Limited by Guarantee. Registered in England No 133676.
Registered Charity No 309115. The Abbey School exists to educate academically able girls.



Introduction

The safer recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education.

The Abbey School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. Every pupil should feel safe and protected from any form of abuse, any kind of neglect, non-accidental physical injury, sexual exploitation or emotional ill treatment.

The Abbey is also committed to providing a supportive and flexible working environment to all its members of staff and volunteers. As an employer, the Abbey expects all staff and volunteers to share this commitment.

In line with recent legislation including the Children Act 2004, Safeguarding Children and Safer Recruitment in Education Guidance (DfES/04217/2006), The Independent Schools Standards Regulations 2015, in accordance with guidance given in Keeping Children Safe in Education, the school will take all reasonable measures to ensure that safer recruitment is practiced. Also the school will ensure and check the suitability of staff and volunteers (including members of the governing body) and staff employed by other organisations to work with children and young people in accordance with the above mentioned legislation. These checks are included in Appendix 1.

Regulated Activity for children comprises of activities by volunteers or other third parties unsupervised on a frequent basis, for example, teaching, training, care or supervision, advice or guidance on wellbeing or driving a vehicle with children as passengers. Frequent is once a week or more on an ongoing basis or four or more times in a single month or fortnight.

The Abbey recognises the value of and seeks to achieve a diverse workforce which includes people from different backgrounds with different skills and abilities. We are committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity.

Aims

The aims of the School's recruitment policy are as follows:-

- To ensure that the School meets its commitment to safeguarding and promoting the welfare of children and young people by carrying out all necessary pre-employment checks.
- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position. The School operates its recruitment process on the basis of open recruitment and will seek to recruit the best applicant for the job. The recruitment and selection process should ensure the identification of the person best suited to the job at the school based on the applicant's abilities, qualifications, experience and merit as measured against the job description.

- To ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner and in compliance with current employment legislation and to ensure that all job applicants are considered equitably and consistently;
- To ensure that no job applicant is treated unfairly on any grounds including race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, marital status, disability or age;
- To ensure compliance with all relevant recommendations and guidance including the recommendations published by the Department for Education (DfE) Safeguarding Children and Safer Recruitment in education (Guidance). Keeping Children Safe in Education (KCSIE) and any guidance or code of practice published by the Disclosure and Barring Service (DBS)

Employees involved in the recruitment and selection of staff are responsible for familiarising themselves with and complying with the provisions of this policy.

Authorised by	resolution of the Governing Council
Date	September 2016

Effective date of the policy	September 2016
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APPENDIX 1:

Pre-Employment checks:

1. List 99
2. Enhanced DBS
3. Overseas check (where relevant)
4. Prohibition from teaching order
5. Prohibition from management (where relevant)
6. Medical Fitness
7. Previous Employment History
8. References
9. Identity
10. Right to work in the UK
11. Professional qualifications (where relevant)
12. Disqualification by Association