

Safer Recruitment Statement:

King Edward VII College is committed to the safeguarding of children and complies with all principles of safer recruitment as outlined in the DfE document Keeping Children Safe in Education, September 2016

The following members of staff have completed Safer Recruitment Training:

- Jenny Byrne, Principal
- John Pye, Vice Principal
- Lorraine Newton, College Strategic Manager
- Julie Riley, Facilities and Leisure & Learning Manager
- Laura Evans, Business Manager

In addition John Kailofer, Chair of Governors has completed the training.

Pre-Employment checks

- Applications will only be accepted on the standard College Application Form for Teaching Staff or the standard College Application Form for Non-teaching staff. CVs' will not be accepted.
- Applications will be checked for any gaps in employment history and to ensure that the information provided is not contradictory or incomplete.
- References will be requested at shortlisting stage. They will be requested directly from the referee and should include the applicant's most recent employer or university. Open references or testimonials will not be accepted. Information provided by the candidate will be cross-checked against information provided by the referee. All references will be scrutinised and any concerns resolved satisfactorily, before the appointment is confirmed. Any information about past disciplinary action or allegations will be considered carefully when assessing the candidate's suitability for the post.

Interview

- There will always be at least one member of the interview panel who is trained in "Safer Recruitment".
- Notes will be kept of responses to questions.
- There will be at least one question that is intended to elicit a candidate's opinion and suitability to work with children and young people.

- Responses will be carefully monitored for contradictions of facts and for any indication that a person may not be suitable for employment with children.
- Potential teaching staff will be observed in a classroom setting.
- Potential support staff will be asked to carry out a selection of tasks appropriate for their role.
- Throughout the interview process candidates will be observed and monitored for their demeanour and conduct around young people.

Offer of Employment

When an offer of employment is made the College will:

- Verify a candidate's identity and right to work in the UK. If there is uncertainty about whether an individual has permission to work in the UK, the College will seek further advice from H.R. and via the advice provided by the Government. A copy of the required document will be retained on the personnel file
- Verify the candidate's professional qualifications in line with the requirements of the post. A copy will be retained on the personnel file.
- Obtain a certificate for an enhanced DBS check with barred list information. The number and other required details will be entered onto the College's Single Central Record by the Business Manager.
- Obtain a separate barred list check if an individual will start work before the DBS certificate is available.
- Check that a candidate to be employed as a teacher is not subject to a prohibition order issued by the Secretary of State for Education.
- Verify the candidate's mental and physical fitness to carry out their work responsibilities by means of online assessment via our occupational health provider, "Health Management".
- Individuals who have worked outside of the UK will undergo the same checks. Advice on their criminal record information will be sought from overseas police forces following the advice published by the DfE. In addition, non-UK qualifications will need to be checked via NARIC (one-off enquiry service) for UK compatibility.
- The Safer Recruitment checklist will be completed and kept on individual personnel files.

Agency Staff

The College requires all agencies providing staff to provide written notification that they have carried out vetting checks on any individual they provide to the College. The agency worker will be I.D. checked at reception and their details entered on the College's Single Central Record by the Business Manager.

Student Teachers

It is the responsibility of the ITT provider to carry out the necessary checks on student teachers. The College will ask the Student Teacher for proof of I.D. and their disclosure details will be entered onto the College's Single Central Record by the Business Manager.

Volunteers

All volunteers working in the College, will be expected to undergo an enhanced DBS check. As it is anticipated that any volunteer will be working in a regulated activity, and at times may be unsupervised, a check of the barred list will also be actioned. Details of their disclosure certificate will be kept on the College's Single Central Record.

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